

**GUIDELINES FOR PREPARATION OF APPLICATIONS/DOSSIERS
FOR TENURE, PROMOTION, AND REAPPOINTMENT
2020-2021**

Introduction

The University seeks to employ faculty who are effective teachers, practicing scholars, and contributing members of their communities. The collegial review process allows faculty to substantiate and make the case for tenure/ promotion/ reappointment. First and foremost, candidates should familiarize themselves with their specific Departmental Collegial Review Document (DCRD), which delineates departmental requirements for tenure, promotion, and reappointment.

Collegial review also considers broader factors, apart from the DCRD, like institutional need, resources, and other issues (such as collegiality) related to the candidate's job performance. Collegial review begins with the departmental criteria set forth in the DCRD and uses the dossier as substantial, but not exclusive, evidence of the faculty member's demonstrated professional competence and potential for future contributions.

WCU adheres to all tenure, promotion, and reappointment policies set forth by The Code of the UNC Board of Governors, which stipulates impermissible reasons for non-reappointment:

In no event shall a decision not to reappoint a faculty member be based upon (a) the exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution, or (b) the faculty member's race, color, sex, religion, creed, national origin, age, disability, veteran status, or other forms of discrimination prohibited under policies adopted by campus Boards of Trustees, or (c) personal malice. (The Code 604b)

Candidates should familiarize themselves with all policies governing the review process, including tenure, promotion, and reappointment considerations set forth in the relevant DCRD, the Faculty Handbook, and UNC Code/policies:

- **Department Collegial Review Document (DCRD)** <https://intranet.wcu.edu/academicaffairs/AA/Forms/College.aspx>
- **WCU Faculty Handbook 4.04 Collegial Review** See Faculty Handbook at: <https://www.wcu.edu/learn/office-of-the-provost/resources-for-faculty-and-staff.aspx>
 - Request to use prior DCRD - section 4.04 D 8
 - Early Tenure and Promotion – section 4.07A3c
- **The UNC Policy Manual - Chapter 100.1 - The Code (see Chapter VI- Academic Freedom and Tenure)** <https://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=2&added=1>
- **WCU APR 4: AFE/ TPR/ PTR Guidelines and Resources** https://intranet.wcu.edu/academicaffairs/_layouts/15/WopiFrame.aspx?sourcedoc=/academicaffairs/AA%20Academic%20Procedures%20and%20Regulations/APR%204.docx&action=default
 - TPR/PTR schedule
 - Request to Use Prior DCRD – form must be submitted early
 - Tenure/Post Tenure Review Extension Request Form – Note the request process has been modified for the 2020-21 evaluation period in consideration of the COVID-19 crisis. You may request a one-year extension to the tenure clock by completing the [Extension Request Form](#) available on the Provost Office Sharepoint site. The due date for submission is Friday, August 21, 2020.

The following guidelines are intended to provide specific information regarding the structure, format, and presentation of candidate documentation. They also provide instructions to department heads, deans, and committee members regarding their role in the review process. These guidelines are to be used in conjunction with procedures in the UNC Code and Policy Manual, in section 4.0 of the Faculty Handbook and, most importantly, in the DCRD. They are not intended to replace section 4.0 of the Faculty Handbook or the DCRD in any way. Instead, they serve to link the three processes of reappointment, tenure, and promotion, so that material preparation for reappointment becomes a cumulative process toward preparing the tenure/promotion dossier. Candidates who develop materials well for reappointment and regularly update their Faculty Activity Database (FAD) account will be better prepared when they finalize materials for tenure

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and/or promotion.

The department head shall work with the candidate to ensure that the application is prepared on schedule and according to these guidelines.

I. Faculty Activity Database (FAD)

Full-time, part-time, and adjunct faculty are required to document their teaching, scholarship, and service as related to their primary responsibilities in the Faculty Activity Database (FAD). Reports from this database will be included in materials presented for Tenure, Promotion, Reappointment, Annual Faculty Evaluation (AFE), and Post-tenure Review.

In the event of any conflict between a report generated by the Faculty Activity Database (FAD) and requirements stated in the Departmental Collegial Review Document (DCRD), the DCRD requirements will take precedence over the FAD report for all review processes and the faculty member should edit the FAD report accordingly. Every report from the FAD will be generated as a downloadable and editable text document (e.g., MS Word) to facilitate individual customizing needs and to allow flexibility in reporting specific departmental requirements as needed.

II. Preparation of Applications (for reappointment in years 1, 3, and 5)

Candidates in the 1st, 3rd, and 5th year of probationary period prepare an *Application* composed of three components (See Attachment 1 – application checklist):

1. AA-12 form (an administrative routing form)
(<https://intranet.wcu.edu/academicaffairs/AA%20Tenure%20Promotion%20and%20Reappointment/Home.aspx>)
2. Annual Faculty Evaluation (AFE) statements
Each of the accumulated AFE statements from the Department Head (or Dean if candidate is a Department Head)
3. A copy of the Departmental Collegial Review Document (DCRD)

Prior Service at WCU

Candidates with prior WCU service credit (from fixed-term or adjunct appointment at WCU) will include prior AFE statements. As appropriate, the Department Head should articulate how AFE standards in fixed-term or adjunct reviews differed materially from tenure-track standards.

Note: The probationary period begins in the fall term. For candidates appointed in the spring (or summer) term, the probationary period will begin the subsequent academic year.

If this is your First Year at WCU and you are in your 1st, 3rd, or 5th year toward tenure...

Candidates who are in their first year at WCU, and who are in their 1st, 3rd, or 5th year toward tenure, will only submit:

1. AA-12
2. A separate (additional) statement from the Department Head. The Department Head will use SAI data and other approved evaluative mechanisms in preparing this statement. This statement will be added to the application and provided to the candidate at least two weeks prior to submission to the departmental collegial review committee. The candidate may add a rebuttal to the Department Head statement prior to submission of the application to the departmental collegial review committee.

Following review and completion of the AA-12 by the departmental collegial review committee, the departmental administrative assistant will prepare two copies of the candidate's Application. The original and one copy shall be submitted to the college dean, and one copy shall be retained in the department. The dean will complete the

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AA-12, retain the copy, and submit the original to the Provost's Office. At the conclusion of the consideration cycle, the original signature file of the Candidate's Application will be retained in the Office of the Provost and a copy of the updated AA-12 will be returned to the appropriate department head and dean for filing.

III. Preparation of Dossiers (years 2 & 4 reappointment, Tenure, Promotion, Administrative Review)

Candidates who are in the 2nd or 4th year of the probationary period (including candidates in their 1st year at WCU and who are in their 2nd or 4th probationary year), who are applying for tenure and/or promotion (including promotion to Full Professor), or who have been assigned administrative initiated review will prepare *Dossiers* for review actions.

The candidate is required to prepare a dossier according to these guidelines and to submit the dossier according to the schedule provided by the Office of the Provost. The dossier should provide evidence of performance but should avoid excessive length and redundancy.

- Candidates may double-side all elements except the FAD report and narrative (CPR-TPR report from the FAD).
- The most effective dossiers are those in which candidates provide summaries and samples of their work.
- Summary tables are often helpful for reviewers.
- In addition, committee members appreciate being able to review selected samples of scholarly work rather than comprehensive collections.
- If prior service credit from another institution is granted, supporting evidence from that time should be included in the dossier.

The dossier is composed of three distinct elements:

1. Administrative Component, composed of:
 - a. AA-12(s)
 - b. Department Collegial Review Document
2. Candidate's Cumulative Professional Record ("CPR-TPR Report" downloadable from the FAD)
3. Appendices containing evidence supporting the CPR narrative

The Administrative Components (AA-12 and DCRD) and CPR-TPR report are placed together in a manila folder. The appendices (supporting evidence) are **presented in a two-inch (2"), three-ring binder**. (See Attachment 2 - dossier checklist)

- a. When promotion and tenure occur in the same year, candidates shall prepare only one dossier; however, an additional AA-12 form needs to be completed for the second action. Should special circumstances require two sets of materials (e.g., joint appointment across two departments), the department head will notify the candidate.
- b. A candidate who reapplies for promotion must explain, at the beginning of the Candidate's Statement (see section B.1 below), all material in the application that is new since the previous consideration.
- c. When the department head (DH) is unfamiliar with an entry claimed by a candidate, the DH is expected to verify it. The department head will notify the candidate of any discrepancies and seek correction. If the department head and candidate are unable to resolve differences, each will write a memo explaining his/her position. The memos of discrepancy will be placed in the Administrative Component following the AA-12(s).
- d. Once the dossier is submitted to the department head, the candidate has the right to amend it only with the department head's consent or as provided by the university's tenure, promotion, and reappointment guidelines. However, once the dossier is made available to the Departmental Collegial Review Committee, *the candidate no longer has access to it*. Should the status of any item listed in the dossier change substantially (e.g., a scholarly work originally listed as submitted is accepted), the information may be added

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to the dossier by the department head up until the first day of review of the College Collegial Review Committee. The department head or dean may present or request presentation of additional material on the candidate's behalf at collegial review events after this deadline.

Following review and completion of the AA-12 by the departmental collegial review committee, the departmental administrative assistant will prepare two copies of (a) the Administrative Component and (b) the Candidate's CPR Narrative (not the appendices (binder)). The original and one copy of the folder shall be submitted to the college dean along with the appendices, and one copy of the folder shall be retained in the department. The dean will retain one copy of the folder and submit the original to the Provost's Office.

At the conclusion of the consideration cycle, the original signature file of the Administrative Component and Candidate's CPR Narrative will be retained in the Office of the Provost and a copy of the updated AA-12 will be returned to the appropriate department head and dean for filing.

REQUIRED DOSSIER COMPONENTS

A. The Administrative Component

The Administrative Component represents the first required element of the dossier and consists of the following elements (placed in a manila folder):

- a. AA-12 Transmittal Form(s)—one per action and any memos of discrepancy.
This is always the first element of the dossier. Be sure to use the current AA-12 form found on the website of the Office of the Provost for the current action. (See Section E for detailed instructions to complete the form.) After the initial AA-12 transmittal form for the current action, include all prior completed AA-12 Transmittal Forms (up to five prior years). When candidates apply for both promotion and tenure simultaneously, two AA-12 forms must be prepared, one for each personnel action.
- b. The Departmental Collegial Review Document (DCRD)
The DCRD must be paginated. Page numbering restarts with page 1 (page x of y) for the Candidate's CPR Narrative.

B. The Candidate's CPR Narrative - Cumulative Professional Record (from the Faculty Activity Database)

The cumulative professional record (CPR) of education, teaching, scholarship, and service activities is generated from the Faculty Activity Database (FAD). All relevant items should be clearly designated as peer reviewed, not peer reviewed, or non-traditionally peer reviewed. Candidates should annotate relevant items in the record to indicate the percentage of contribution to collaborative projects.

The Candidate's CPR Narrative is placed in the manila folder along with the AA-12 and DCRD.

The CPR includes a personal candidate statement followed by lists and descriptions of experiences, qualifications, and achievements. The information presented in items 2-6 below should be objective. Evaluative statements should be placed in items 1 and 7 (and 4 if needed). The information for this section should be generated using the Cumulative Professional Record-TPR Report (from the FAD) and placed in the folder with the AA-12(s) and DCRD.

The CPR must be single-sided and contains the following sections:

1. Candidate's Statement (3000 word maximum)

This item is the candidate's opportunity to make her or his case for the requested action. The statement should present citations of evidence from the candidate's record in the Faculty Activity Database or other sources that

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are specifically related to the person's quality and effectiveness of teaching, scholarship, service/engagement, and promise for sustained performance. As part of this narrative, the candidate may discuss Student Assessment of Instruction and/or how instruction has changed or developed in relation to her/his discipline. If appropriate, in lieu of traditional academic qualifications, summarize previous positions or past and/or current experiences that should be considered. Examples could include relevant positions in business or industry, professional certifications or licenses, noteworthy achievements in the performing arts, or other such nontraditional qualifications.

2. Progress Toward a Higher Degree

Candidates should complete this section only if they hold less than the highest degree appropriate to their discipline. Otherwise, indicate N/A and proceed to item 3.

3. Teaching

This section includes the cumulative record of teaching at WCU for a maximum of five years as recorded in the Faculty Activity Database.

Teaching assessment narrative (500 word maximum) - Provide a summary of peer evaluations, SAI, and other indices that have been used to measure effectiveness. Summaries may be quantitative and/or discursive. (Note: In 2019, WCU Faculty Senate passed a resolution supporting the recommendation of the SAI Task Force to remove reference to an SAI summary table from these guidelines. While SAI data are still included in the dossier as part of the review of teaching, a summary table, with mean scores, is not required as part of the dossier.) SAI results from the Spring 2020 semester are NOT to be included in the dossier or used for evaluative purposes.

The candidate may include an additional narrative of up to 500 words describing graduate students supervised, service learning projects, engagement activities, and/or direction of student research.

4. Scholarship

The CPR-TPR Report will serve as the total cumulative record of scholarship for most candidates. Candidates, particularly those engaging in non-traditional research or Boyer categories other than Discovery, may include a 1500 word narrative that:

- clarifies Boyer scholarship as defined by the DCRD;
- defines terminology and special language related to the discipline;
- documents non-traditional research/applied research in a format that is easily interpreted, and shows the results of external peer review—must have external peer review for activities to count as scholarship;
- details how scholarship meets departmental criteria when that scholarship does not support the academic area he/she was hired to enhance;
- clarifies the relative significance or impact of journals, performances, and exhibits, etc. (committees above the department may not know the relative significance; candidates are encouraged to include this information within their dossiers).

5. Service

The CPR-TPR Report will serve as the total cumulative record of service activities for the evaluation period.

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6. Professional Development Activities

The CPR-TPR Report will serve as the total cumulative record of professional development activities for the evaluation period. Professional development does not include attainment of advanced degrees unless the candidate has completed a degree in addition to the required terminal degree.

7. Other Pertinent Information

If other information is pertinent to the candidacy but does not fit into sections 1 through 6, that information may be entered in this section in a 500-word narrative. Otherwise, indicate N/A.

C. The Appendices

All candidates will prepare a set of appendices contained in a two-inch, three-ring binder. These appendices supplement the Administrative Component and Candidate's Narrative/Record, and the three components together form the candidate's dossier. The binder should be subdivided and labeled as follows:

Face Page **Candidate's Name and Personnel Action (tenure, reappointment, promotion)**

Appendix A (Optional) **Curriculum Vitae**

Candidates who wish to provide a CV as supplemental evidence may place it in Appendix A. This is optional and not a required element of the dossier. Also, note that a CV is not a replacement of the CPR-TPR report. If a CV is not included, leave Appendix (Tab) A empty.

Appendix B **AFE Statements**

Include all Department Head AFE statements, as described in your DCRD, with rebuttals if any, since beginning the tenure track process or the last tenure or promotion action. If the **candidate is in his/her first year at Western**, with no prior AFEs, a statement from the Department Head is to be included. The Department Head will use SAI data and other approved evaluative mechanisms in preparing this statement. This statement will be provided to the candidate at least two weeks prior to submission to the departmental collegial review committee. The candidate may add a rebuttal to the DH statement prior to submission of the application to the departmental collegial review committee.

Appendix C **Results of Peer Review of Teaching Effectiveness**

Include a copy or description, if appropriate, of the department's protocols for peer review of teaching materials and peer observation. Include results of peer review for all years on tenure track. For other review events (i.e. promotion to professor), include results **for at least three years**.

Appendix D **Student Assessment of Instruction**

(Note: In 2019, WCU Faculty Senate passed a resolution supporting the recommendation of the SAI Task Force to remove reference to an SAI summary table from these guidelines. While SAI data are still included (except for SAI data for the Spring 2020 semester) in the dossier as part of the review of teaching, a summary table, with mean scores, is not required as part of the dossier.)

Special note: SAI results from the Spring 2020 semester are NOT to be included in the dossier or used for evaluative purposes.

This appendix must include university SAI data as mandated by DCRDs, and must be presented using the standard, comparative CourseEval report format (this report shows frequency response data for all questions). Every effort should be made to avoid excessive bulk. See Attachment 3 in this document for instructions for running the appropriate comparative CoursEval report. Candidates may include other student course evaluation data, such as

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narrative and/or departmental course evaluations, as concisely as possible.

NOTE: Statement from SAI Policy and Procedure manual:

*All open-ended responses are viewable only by the specific faculty member and department head. Open-ended responses may be included in reappointment, tenure, promotion, and annual evaluation documents. The inclusion of open-ended responses is at the discretion of individual faculty. The open-ended questions were selected to provide **formative** information, i.e. be constructive in helping faculty to continue to improve teaching. Faculty may choose to use them as part of the **summative** evaluation, however, that is not the primary purpose.*

Appendix E Samples of Teaching Materials

Include a table of contents as needed for this appendix. Include representative materials as specified in the DCRD, including, for example, syllabi, tests, exams, projects, assignments, special activities, and so forth. Organize information clearly according to each course. Candidates should strive to avoid excessive bulk.

Appendix F Samples of Scholarship and Creative Activities

Include a table of contents as needed for this appendix. Include representative materials as specified in the DCRD. This appendix may include articles, recital programs, letters of acceptance, book covers, reports, etc.

Appendix G Documentation of Service and Engagement

Include a table of contents as needed for this appendix. Include representative materials to substantiate significant off-campus and professional service, as relevant.

Appendix H Other (Optional)

Any documentation the candidate wishes to provide to demonstrate effectiveness in any evaluation area.

Note: Review committees will not review more than the authorized materials unless a letter from the Dean warrants an exception.

IV. Detailed Instructions for completing AA-12

Note that a copy of the AA-12 may be shared with the candidate to serve as the written feedback at each review level. It is the responsibility of the Department Head to share the written feedback from the Department Collegial Review Committee and the Department Head. It is the responsibility of the Dean to share the written feedback of the College Collegial Review Committee and the Dean. A letter is sent from the Provost indicating the recommendation of the University Collegial Review Committee and the recommendation/decision of the Provost. For tenure and promotion, a letter is also sent from the Chancellor indicating her decision/recommendation to the Board of Trustees. A letter is then sent from the Chancellor indicating the Board of Trustees' decision.

Place an "X" in the appropriate block at the top of the page to indicate the type of personnel action, i.e., tenure, promotion, or reappointment.

1. Candidate's Name and Department. Enter the candidate's full name, department, and date.
2. Proposed Rank. This line is completed only for candidates for promotion. Enter the proposed rank of the candidate. Indicate "N/A" if the candidate is not applying for a promotion in rank.
3. Present Rank. Enter the present academic rank of the candidate at WCU. Also indicate the *year this rank became effective*. All changes in rank become effective at the beginning of fall semester the year after a candidate has been considered and received a favorable decision.

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4. Previous WCU Rank(s). Enter each academic rank previously held at WCU by the candidate and the year each rank first became effective.
5. Academic Record. Enter each degree earned by the candidate. Indicate the name of each institution the candidate has attended; the degree earned, if applicable; the year the degree was earned as shown on the official transcript; and/or the years the candidate attended each institution. In the space for "Years Attended," show the actual years (example: 2000-2004), not the number of years.
6. a. Proposed Graduate Faculty Status: Check the appropriate box for *proposed* graduate faculty status.
b. Current Graduate Faculty Status: Check the appropriate box of *current* graduate faculty status.
7. a. Candidate's Signature. Candidate signs this block to attest to the following: "I acknowledge that the information and contents submitted in the Application/Dossier/PTR are accurate and valid."
b. Department Head's Signature: Department head signs this block to attest to the following: "I acknowledge that the candidate has prepared and submitted the Application/Dossier/PTR documents on schedule."

Items 1 through 7 should be completed prior to releasing dossier to departmental collegial review committee (DCRC).

8. a. Departmental Committee Recommendation and Votes. The secretary (selected by the DCRC) of the Departmental Collegial Review Committee (DCRC) records the date of the meeting, members in attendance, members absent, committee chair, and committee votes on recommendation for the candidate. The total of the votes reported must equal the total number of members on the committee. An "absent" should be recorded for each member of the committee who was not present at the meeting at which the vote was taken. Proxy voting or in absentia voting are not permitted for collegial review committees. An "abstain" should be recorded for each member of the committee eligible to vote who was present but who did not vote "yes" or "no." The presence of the non-voting committee chair shall be indicated in the "abstain" block by the letter "C" followed by the number of voting members of the committee who abstained. The vote shall be certified by the DCRC secretary's signature.
b. Departmental Committee Recommendation for Post Tenure Review: The secretary (selected by the PTR Committee) of the departmental Post-Tenure Review (PTR) Committee records the date of the meeting, members in attendance, members absent, and committee votes on recommendation for the candidate. The total of the votes reported must equal the total number of members on the committee. An "absent" should be recorded for each member of the committee who was not present at the meeting at which the vote was taken. Proxy voting or in absentia voting are not permitted for collegial review committees. An "abstain" should be recorded for each member of the committee eligible to vote who was present but who did not vote "yes" or "no." The vote shall be certified by the DCRC secretary's signature.
9. Department Head Recommendation. Following consideration of the candidate by the departmental committee, the DH enters his or her recommendation for or against the tenure, promotion, or reappointment of the candidate, signs and dates the form. An "X" in the "Yes" block is a recommendation for tenure, promotion, or reappointment; an "X" in the "No" block is a recommendation against the action. In the space provided for comments, the department head states his or her recommendation. It is especially important that the department head address any differences between his or her recommendation and the cumulative record of annual faculty evaluations and committee votes. If the department head's recommendation is a conditional one, the department head will state the condition precisely.
10. College Committee Recommendation and Votes. The secretary (selected by the CCRC) of the College Collegial Review Committee (CCRC) records the date of the meeting, members in attendance, members absent, committee chair and committee vote on the candidate. The total of the votes reported must equal the total number of members on the committee. An "absent" should be recorded for each member of the

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committee who was not present at the meeting at which the vote was taken. Proxy voting or in absentia voting are not permitted for collegial review committees. An "abstain" should be recorded for each member of the committee eligible to vote who was present but who did not vote "yes" or "no." The presence of the non-voting committee chair (dean) shall be indicated in the "abstain" block by the letter "C" followed by the number of voting members of the committee who abstained. The vote shall be certified by the committee secretary's signature.

11. Dean Recommendation. Following consideration of the candidate by the college committee, the dean enters his or her recommendation for or against reappointment, promotion, or tenure, then signs and dates the form. An "X" in the "Yes" block is a recommendation for reappointment, promotion, or tenure; an "X" in the "No" block is a recommendation against the action. In the space provided for comments, the dean states his or her recommendation. It is especially important that the dean address any differences between his or her recommendation and the cumulative record of annual faculty evaluations and committee votes.
12. University Committee Recommendation and Votes. The recommendation and vote of the University Collegial Review Committee (UCRC) are recorded and signed by the Office of the Provost Administrative Assistant.
13. Provost Decision/Recommendation. The decision/recommendation of the Provost is recorded. The Provost will sign and date the form.
14. Chancellor's Decision/Recommendation. The Chancellor's decision/ recommendation concerning tenure and promotion is recorded by the Office of the Provost and signed by the Provost's Office administrative assistant assigned to support the Tenure and Promotion process.
15. Board of Trustees Decision. The Board of Trustees decision on tenure and promotion is recorded by the Office of the Provost and signed by the Provost's Office administrative assistant assigned to support the Tenure and Promotion process.

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**ATTACHMENT 2
DOSSIER CHECKLIST**

**Department/College Checklist for Submitting Dossiers (File Folder and Binder)
to the Office of the Provost**

Administrative Component and the CPR Report

Candidate File Label	Last name, First name Department	Reappointment/Tenure/Promotion (as applicable) College
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Example:



File Folder and binder Contents (the original signature file submitted to the Office of the Provost---copies remain in the department and dean offices.)

- _____ AA-12 for each action (in file)
- _____ AA-12s from previous five years of appointment (in file)
- _____ Department Collegial Review Document - DCRD (in file)
- _____ Candidate's Cumulative Professional Record report (in file)
- _____ Supporting Evidence in binder Appendices (see below for specifications)

Appendices Preparation (one 2" three-ring binder)

- _____ Candidate Name, Department, College, and Action(s) to be taken should be on the front of the binder
for example: Dr. Jane Doe,
 Learning Department, College of Higher Education
 2nd Year Reappointment
- _____ Candidate Name, Department, College, and Action (s) to be taken should be on spine of binder.

Binder Contents (with dividers labeled)

- | | |
|---|---|
| _____ <i>Appendix A:</i> (optional) CV | _____ <i>Appendix E:</i> Samples of Teaching Materials |
| _____ <i>Appendix B:</i> AFE statements | _____ <i>Appendix F:</i> Samples of Scholarship and Creative Activities |
| _____ <i>Appendix C:</i> Results of Peer Review of Teaching Effectiveness | _____ <i>Appendix G:</i> Documentation of Service and Engagement |
| _____ <i>Appendix D:</i> Student Assessment of Instruction | _____ <i>Appendix H:</i> Other |

- File Folder and binder* should be forwarded to Office of the Provost on the specified due date.

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- After action is taken by the Board of Trustees, the binders and files (with copies of completed AA-12s) will be returned to the respective Dean's office. Colleges should abide by the document retention guidelines provided by the UNC System Office. Be aware that binder and files of pending appeals will not be returned until after the appeals process is completed.
- The original AA-12s and candidate's application will be retained in the Office of the Provost.

*For reappointment----all files are submitted to the Office of the Provost. Binders of only the candidates who have received negative recommendations at any level should be forwarded to the Office of the Provost.

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ATTACHMENT 3

Instructions for Generating Standard Comparative CoursEval Report (Dossier Appendix D)

1. Log on to CoursEval using your WCU email credentials in MyWCU
2. Click the “Tools” icon in the upper-right of the page and select “Evaluation Reports”
3. On the Evaluation Reports page
 - a. select the following in the drop-down menus:
 - Type: Standard
 - Year: Show All
 - Period: Show All
 - Status: Show All
 - Survey: Show All
 - Department: Show All
 - View: Comparative
 - Settings: Standard
 - b. Click the “Period” column title to sort classes by semester. This will make it easier to select the classes for the years and semesters you need. You may also consider sorting by course name to organize results by course
 - c. Check the boxes (under “Include”) for all the courses you wish to include in your printout.
4. Printing the Report

Printing the report at this point will create a report of all SAI data (response data for each question for each course) including all discursive responses for all courses.

 - a. If you wish to include all this information as prepared, you may simply click “Print Report” to print to a printer or to a pdf file (if you have Adobe Acrobat installed)
 - b. If you wish to edit this report (for example, remove the discursive responses) you may:
 - i. Click “View Report”. Once the report is generated,
 - ii. Click anywhere inside the report
 - iii. Select All (Ctrl-A on a PC)
 - iv. Copy (Ctrl-C on a PC)
 - v. Paste into a MSWord (or similar program) document.

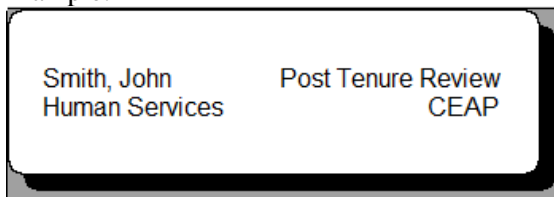
Once the SAI reports are in a text editor (like MSWord), you may reformat to better accommodate the dossier. For example, it is easy, in this format, the discursive responses may be deleted, the data organize by class, and page breaks may be incorporated to make it easier to review the information.

**GUIDELINES FOR PREPARATION OF APPLICATIONS/DOSSIERS
FOR TENURE, PROMOTION, AND REAPPOINTMENT
2020-2021**

**ATTACHMENT 4
Post-Tenure Review (PTR) CHECKLIST
Department/College Checklist for Submitting PTR Files**

Candidate File Label:	Last name, First name Department	PTR year College
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Example:



PTR Review Materials - File Contents

Minimum required materials:

- _____ AA-12 for PTR action

- _____ Four most recent AFE summary statements from the department head

- _____ Most recent set of 5-year Directional Goals

Additional materials that may be required:

- _____ Other required materials per DCRD

At the end of the review process, written evaluations from the departmental PTR committee, department head, and dean, plus any written response from the faculty member will be sent to the Provost for information.