

Informational Meeting on Promotion and Tenure Dossiers  
June 25, 2008

Here is a summary of some of those points we will cover. These mainly concern authoritative sources of information about promotion and tenure, the dossier, the collaboration of the head and faculty candidate in preparing the dossier, and the external letters.

Nothing in this summary takes precedence over the Guidelines for Appointment, Promotion, and Tenure:

The Franklin College dossier submission deadline is Tuesday, September 2, at 5:00 PM. This is a firm deadline.

Authoritative Sources:

- The Provost's "Appointment, Promotion, and Tenure" web page (<http://www.uga.edu/provost/polproc/apt/main.html>) provides comprehensive and official information about promotion and tenure at UGA.
- The current version of the Guidelines for Appointment, Promotion, and Tenure is found on the following website: [http://www.uga.edu/provost/polproc/apt/2007\\_UGA\\_Guidelines\\_Appt\\_Promo\\_Tenure.pdf](http://www.uga.edu/provost/polproc/apt/2007_UGA_Guidelines_Appt_Promo_Tenure.pdf)
- The Guidelines also exist in printed form. The web guidelines are current and authoritative.
- The Administrative Guidelines (<http://www.uga.edu/provost/polproc/apt/ag.html>) remain useful, but in the event of conflict with the P-T Guidelines, the latter takes precedent. The Administrative Guidelines provide important information about transmittal letters, documentation for external letters, and vita format.
- The "Promotion and/or Tenure Dossier Checklist" list on the P-T web site is an invaluable guide to preparing a complete and successful dossier. The checklist will be the first page in each dossier: [http://www.uga.edu/provost/polproc/apt/Checklist\\_dossier\\_2-27-2008.pdf](http://www.uga.edu/provost/polproc/apt/Checklist_dossier_2-27-2008.pdf)

## Dossier Organization:

Provide three copies of the dossier (one original and two copies for the University). Provide an electronic copy of the dossier—a single file in PDF form—for the Dean’s Office. It will be used in the College-level review (see attached Reminder sheet and call Debbie Goswick with questions regarding pdfs).

The dossier should include the following:

1. Letter of Transmittal
2. Table of Contents
3. Section I - Forms
  - [UGA Recommendation for Promotion Form](#)
  - [UGA Recommendation for Tenure Form](#) (if applicable)
4. Section II - Cover Letters
  - PTU Head Cover Letter(s) if P&T - two separate letters
5. Section III - Unit Criteria
6. Section IV - Vita (see [Administrative Guidelines](#) for suggested - but not required - format)
  - Candidate’s statement of “Major Accomplishments” (no more than two pages and together with vita should not be over 25 pages)
7. Section V - Achievements
  1. Teaching
  2. Research, Scholarship & Other Creative Activities
  3. Service to Society, The University & the Profession
  4. Student Letters of Support
8. Section VI - Letter of Offer
  - Third-Year Review (if promoting to assoc. prof.)
9. Section VII - External Letters
  1. A sample request letter can be included
  2. List of evaluators with asterisk denoting which evaluators the candidate chose
  3. Statement of Qualifications of External Evaluators
  4. External Letters of Evaluation

EXHIBITS should not be included in the dossier notebooks. They should be submitted separately from the dossiers. One copy of exhibits can be sent to the Dean’s Office and will be available should the P&T Committees ask for them.

- Appendix C in the Guidelines for Appointment, Promotion, and Tenure provides a useful description of the dossier and its contents. See also section VII.A of the Guidelines, “Procedures for Promotion.”
- Place the dossier in the smallest binder that allows for easy insertion and removal of materials.

- Organize and label the dossier carefully. Use tabs in the notebook and use the description on the [checklist](#) to label the different sections on the notebook tabs.
- Use a table of contents (most use the checklist sections).
- Because of the page limit, make the dossier a document that summarizes important and key highlights of the candidate's credentials.
- Avoid redundancy.
- Consolidate and cross-reference.
- If you want to include more information than the dossier can hold, submit the additional information in the form of exhibits separate from the dossier. Such exhibits will be available to the college-level review committee and, if requested, to the University-level committees.
- Effective dossiers ... organization, clarity, simplicity, summarize, accurate, and adheres to guidelines
- Faculty Affairs Concerns ... dossiers that are too long; need more representative student evaluations; need documentation of teaching; work assignments - service, instruction, and research - need to be specified clearly in one consistent place (cover letter, vita); in group grants/collaborations, candidate needs to specify his/her role/share.
- The vita and achievements sections (4, 5) of the dossier must observe a 25-page limit (the limit will be enforced with reasonable flexibility). "The candidate should add to the end of the vita a letter no longer than two pages that describes the candidate's major accomplishments and assesses the impact of each. Identify with an asterisk to the left of the entry those media, exhibitions and performances that are of national or international standing." *Guidelines, Appendix C*
  - What is included in the page limit?
    - Sections 4 and 5: vita and achievements section.
  - What is excluded?
    - Everything else.

### Collaboration of department head/director and candidate in preparing dossiers:

- The promotion/tenure candidate has an important role in dossier preparation: “Preparation and verification of the contents of the dossier is a cooperative endeavor between the PTU head and the candidate, with the candidate having the final say about the dossier’s contents, except for the requirement that all external letters of review be included.” The candidate may correct errors of fact. If the candidate disagrees with an opinion expressed in the cover letter (section 2), he or she may provide a written response but cannot “correct” the opinion. References in the cover letter and other parts of the dossier to external letter writers should be removed before the candidate proofreads the dossier.
  - Duties of the candidate in preparing the dossier:
    - Prepare the vita (section 4).
    - Provide a 1- or 2-pp. statement on achievements to follow the vita.
    - Gather evidence for Section 5, “Achievements.”
    - Provide a list of three to six potential external letter writers and three exclusions (section 7)
    - Proofread the dossier (except external letters)
  - Duties of the PTU head in preparing the dossier:
    - Ensure accuracy of vita and other documentation.
    - Prepare section 1, Summary Sheets.
    - Write the cover letter (section 2). The cover letter should evaluate the overall quality of the candidate’s contributions to the promotion unit, the University, state, and discipline. It presents and summarizes the argument for promotion and/or tenure. (a) The letter should clarify the role played by the candidate in joint publications; (b) the evaluation should explain why promotion or tenure is warranted; and (c) separate cover letters for promotion and tenure.
    - Write/compile “Achievements” sections of the dossier (section 5).
    - Solicit letters of evaluation (section 7).
    - Oversee preparation and submission of dossier for the unit.
- Section 3 of the dossier includes the “Unit Criteria” document.

- In section 5 of the dossier, "Achievements," be sure to document service (indicate percentage of appointment for service, which you must document even if the percentage is zero). The *Guidelines* stress achievements in teaching; achievements in research, scholarship and other creative activities; achievements in service to society, the University and the Profession.
- In section 6 ("Conditions of Employment"), "include a copy of the letter of original offer that specifies the major area of assignment of the position as offered." If the work assignment has changed since the initial appointment, the unit head should insert an explanation. Include the third-year review for assistant professors.

External letters appear in section 7 and are solicited by the department head:

- "Preferably five such appraisals will be obtained, but in any event the PTU evaluation cannot be conducted with fewer than four external appraisals available, at least two of which must be from a list of potential external evaluators supplied by the candidate."
- "The dossier must also include at least two letters from individuals not on the candidate's approved list."
- "Assessments should not be sought from terminal degree advisors, postdoctoral advisors and personal friends." In general letters should come from full professors.
- "If one or two of the external evaluators cannot or do not respond, another letter may be requested, maintaining a balance of letters from the candidate's list of letters and from the PTU's list." Include a list of the evaluators' qualifications and specify which letters were selected by the candidate and which by the dept.
- "All letters of evaluation must be included in the dossier." External letters received after the dossier has been submitted can be added late at the college level. The department head or office manager will need to add late items to each dossier notebook and send Debbie Goswick an updated pdf file for the Franklin P&T Committee.