

Career Teaching Professionals Dossier Preparation Guidelines

These guidelines apply both to candidates for promotion to Associate Teaching Professor and Full Teaching Professor.

INSTRUCTIONS:

The following items should be included in the folder in the prescribed order with each file clearly labeled. The Career Teaching Professional Promotion Form is completed by the Department Chair. The Chair appends this form and a copy of the departmental guidelines to the materials compiled by the candidate and submits all materials to Patty Lanier, Administrative Coordinator for Associate Dean Anthony Marsh, as an e-mail attachment or on a USB memory stick.

Chair Materials

- Career Teaching Professional Promotion Form
 - Must contain vote tally and committee signatures
- Departmental guidelines for promotion
- Peer Teaching Evaluations conducted by the department
- External letters obtained by the department (if applicable to departmental review for promotion)

Candidate Materials

- The candidate's cover letter to the chair requesting consideration for promotion
- An updated CV detailing significant contributions to both the teaching and service missions of the department, the College, and the University
- Teaching Statement/Self-Evaluation (~2-3 pages)
- Service Statement (~1-2 pages)
- Scholarly or creative activity (if applicable). Note: this category is not mandatory for teaching professionals, but will be considered if such activity is present.
- Teaching evaluations from students from the past 3 semesters
 - Aggregate data are requested for each class (provided by Chair).
 - Include departmental teaching evaluation averages for comparative purposes (provided by Chair).
- Supporting documentation (if applicable). Candidates may wish to include evidence of external recognition or development of teaching, for example.

Compile materials in pdf format in one folder labeled:

LastName_FirstName_Dept_Promotion_20xx

Example: Marsh_Anthony_HES_Promotion_2016

Use a naming system for folders and files to ensure they present in the required order. For example, preface folder names and file names with a number (e.g., 01, 02, 03, etc.) followed by an underscore.

Example: FILE: 01_LastName_Promotion Form.pdf
FILE: 02_Dept guidelines.pdf
FILE: 03_LastName Cover letter.pdf
FILE: 04_LastName CV.pdf
FILE: 05_LastName Teaching Philosophy
FOLDER: 06_LastName_Course Evaluations
FILE (within folder): 01_Coursename.pdf
02_Coursename.pdf

etc.

Please ensure that any hyperlinks that are used within the pdf files work in Google Drive.

Hard copies of selected publications and/or other teaching related artifacts may be submitted to Patty Lanier only if they are unavailable in electronic form. These materials will be available to the Teaching Professionals Promotion Committee in the Office of the Dean of the College.