

Guidelines for Preparing the Dossier for Reappointment, Promotion, and Tenure Review

The candidate's dossier for reappointment, promotion, and tenure decisions is prepared by the candidate, with some elements added by the department chair and later by the dean. Materials included in the dossier are designed to provide evidence about the faculty member's achievements in teaching, research, and service, promise of future contributions, and through the candidate's narrative statement, the contexts for understanding the nature and purpose of the work. The narrative statement provides the candidate with an opportunity to present an overview of how the faculty member is meeting the professorial role expectations of a faculty member in the College of Education, including both the broad expectations and the specific standards for teaching, research, and service.

In the College of Education, the candidate's dossier is submitted electronically for review by the Departmental Review Committee, the Department Chair, the College Review Committee, and the Dean. Additionally, an abbreviated paper version of the dossier that includes the required elements from Academic Affairs is prepared for review by the Provost. In the chart below, the elements of the dossier, the person responsible for completing and including those elements, deadlines for submission, and whether the elements are included only in the electronic submission or in both the electronic and paper submissions are noted. Each of the required elements is described in detail below.

If significant new information is received by the candidate after the September 1 submission date, the candidate may request that the Chair add the new material to the dossier. The Chair will notify the appropriate committee if new material is added. No additional material may be added after the close of the Fall semester.

Elements	Person Responsible	Deadline	Electronic Submission	Paper Submission
AA-20 Cover Form with signatures and votes recorded	Chair	Oct. 15		X
AA-27 Affirmative Action Form	Chair	Oct. 15		X
Vita*	Candidate	Sept. 1*	X	X
Candidate's narrative statement/self reflection*	Candidate	Sept. 1*	X	X
Copies of prior annual evaluations (3 years)	Chair	Sept. 1	X	X
Copies of prior reappointment, promotion and tenure recommendations of Dean (if applicable)	Chair	Sept. 1	X	X
Course syllabi, with contextual statement	Candidate	Sept. 1	X	
Student evaluations (chair), with contextual statement by candidate	Chair Candidate	Sept. 1	X	
Peer observation reports	Chair	Sept. 1	X	
Contextual statement on advising responsibilities	Candidate	Sept. 1	X	
Survey of students for whom candidate has provided guidance	Chair	Sept. 1	X	
Chart of master's and doctoral committee service	Candidate	Sept. 1	X	
Chart- course & curriculum contributions	Candidate	Sept. 1	X	
5 research publications	Candidate	Sept. 1*	X	
External reviews of research*	Chair	Sept. 1*	X	X
Chart of external reviewers of research*	Chair	Sept. 1*	X	X
Chart- published and <i>in press</i> work, including evidence of quality and impact	Candidate	Sept. 1	X	X
Chart – works in progress	Candidate	Sept. 1	X	X
Description of 5 most significant service contributions, with evaluation of quality and impact	Candidate	Sept. 1	X	
External reviews of quality and impact of service	Chair	Sept. 1*	X	X
DRC memo to Department Chair	DRC Chair	Oct. 15	X	X
Dept. Chair's memo to Dean	Chair	Nov. 1	X	X
CRC memo to Dean	CRC Chair	Dec. 1	X	X
Dean's memo to Provost	Dean	Jan. 2	X	X

*Candidates for promotion/tenure must provide advance copies of the following materials to their Chair by **May 15** so that the Chair can solicit external reviews: Vita; research narrative; service narrative. These elements may be revised/updated for the September 1 dossier submission.

Required Sections of the Candidate's Dossier

I. The candidate's current vita (See Appendix A for recommended outline)

The vita should document all of the candidate's professional activities, including those prior to joining the UNC Charlotte faculty. It should include information about the candidate's educational background (baccalaureate through doctoral degrees, dates, institutions, majors and minors); professional experience in education or related fields (dates, employers, job responsibilities, etc.); professional licenses or certifications, publications and presentations (complete citations); and service to the institution, to the profession, and to the community and practitioners. Please refer to Appendix A for guidance in the classification and ordering of professional activities.

Throughout the vita, specific entries should be ordered consistently from most recent to least recent, and the most current APA style should be used to list publications, presentations, research projects, etc. Related activities or entries should be cross-referenced or presented together; e.g., reprints of articles in other journals, presentations subsequently published in conference proceedings or in refereed journals, or closely related articles or research reports based on the same data source.

II: The candidate's narrative statement/ self-assessment

The narrative statement should be written in the first person.

The candidate's narrative statement/ self assessment is presented in four parts, each of which will be described below:

- Narrative statement overview
- Teaching narrative
- Research narrative
- Service/ engagement/leadership narrative

The four elements of the narrative statement should be posted as separate documents so that reviewers may consider the appropriate element in conjunction with the supportive evidence provided later in the dossier.

Narrative statement overview (limited to 4 single-spaced pages)

The narrative overview should include the following information:

- The candidate's roles, responsibilities and commitments in the department and college, including a description of the candidate's workload
- The evolution of the candidate's professional interests and priorities in teaching, research, and service, including relevant background information that relates to the candidate's current roles and responsibilities
- The unifying themes (areas of focus) in the candidate's teaching, research, and service
- Self-reflection on personal accomplishments to date, including strengths, challenges, areas for growth
- Major professional goals for the next 3-5 years

Teaching narrative (recommended length 3-4 pages)

The teaching narrative should include the following information:

- A statement of the candidate's teaching philosophy or belief system about teaching and learning
- The nature/ role of the courses taught by the candidate in the academic program and how they connect to the College of Education *Conceptual Framework*
- A list of the candidate's teaching assignments by number/title/ enrollment/ delivery platform (e.g., face-to-face; online; off-campus; hybrid) by semester since the last review (or the last 3 years, whichever is shorter)
- Brief contextual statement to introduce course syllabi, including information about how courses have been revised and improved
- An analysis of how the candidate has interpreted and used student and peer evaluations to improve instruction, including trend analysis and how instruction has been revised and improved, based on feedback
- A description of how the candidate assesses and values student learning and has adjusted instruction to enhance learning based on measures of student learning outcomes
- Description of advising responsibilities, including the supervision of student scholarship (e.g., number/type of advisees and/or roles and responsibilities in directing student scholarship)
- Description of contributions to curriculum development
- (For Promotion to Full) Description of leadership contributions in teaching (e.g., mentoring, peer observation, curriculum leadership, etc.)

Research narrative (limited to 3 pages)

- A description of the candidate's research agenda, including major areas of focus and the relevance/importance of the research questions to the field
- A rationale for the selection of the five exemplar publications in the dossier (e.g., why these articles are good representations of the candidate's achievements in research)
- A description of the research methodologies employed by the candidate
- The evolution of the candidate's research and scholarship in terms of focus, audience, quality of publication outlet, etc.
- The nature of the candidate's contributions to the work of research teams, including work with students
- Future directions
- (For promotion to Associate; promotion to Full): Evidence of quality and impact of scholarship
- (For promotion to Full): Description of leadership in research (e.g., mentoring, editorial leadership, leadership of research teams, etc.)

Service /engagement/leadership narrative (limited to 3 pages)

- A description of the candidate's agenda for service to the institution, to the profession and to practitioners the field and how the service agenda links to the candidate's areas of professional focus
- Provide examples of community engagement related to the candidate's areas of focus and the impact of that engagement
- (For promotion to Full): Description of leadership in service, outreach, and community engagement and the impact of that work.

III: Copies of all prior annual evaluation letters to the candidate since the last review (or the most recent 3 years, whichever is shorter) and copies of the Dean's recommendations for all prior reappointment, promotion, and tenure recommendations

IV: Materials relevant to teaching

- Copies of one course syllabus for each of the different courses (up to a maximum of five) taught by the candidate during the prior three years
- All student evaluations collected since the candidate's last review for reappointment, promotion, or tenure, including both quantitative and qualitative information (or the last three years, whichever is shorter)
- Peer observation reports
- Student comments on the effectiveness of advisement (including the supervision of student scholarship), e.g., accessibility, responsiveness, knowledge and effectiveness of guidance.) Such comments will be solicited by the Chair, in consultation with the faculty candidate, and will reflect the specific advising roles and responsibilities of the faculty candidate.
- Chart of candidate's master's and doctoral committee service
- Chart of candidate's contributions to course and curriculum development and revisions

V: Materials relevant to research

- Copies of five research publications, selected by the candidate, to provide reviewers with an understanding of the candidate's research areas of focus, quality of research, and impact. The research examples may be journal articles, book chapters, or books (not the entire book but representative chapters plus table of contents.) Specific guidance about the selection of the research examples is provided below:
 - While most selected materials should be in print, items *in press* or under review may be included if in the candidate's view, the manuscripts contribute important information about the research record. In these cases, any correspondence with journals about the publication status of the manuscripts should be included with the manuscript.
 - While most selected materials should be published since the last review, if one or two earlier articles (or books or book chapters) provide important information about the research record, such earlier work may be included.
- For tenure and promotion reviews, three to five letters from external reviewers who have been asked to review the selected publications or products of the candidate's research and then, based on that review, assess both the quality of the research and its contributions to the candidate's field of specialization.
 - All of the reviewers must be outside UNC Charlotte, none should be a close colleague or collaborator with the candidate, and the majority should be selected independently by the department chair in consultation with the Dean. When the chair solicits the external reviews, he or she will inform the candidate regarding the names of the reviewers, the materials sent to each, and the question(s) they have been asked to address.
 - Chart listing external reviewers, their expertise, and who recommended them will be added to the dossier by the Chair (Template provided, Appendix B)

- Research charts (Template provided, Appendix B)

Table 1 (Template provided, Appendix B) Published and *In Press* Work

Citation (APA Format)	Description of Candidate's Role and Contributions	Evidence of Quality/impact (e.g., impact factor, citations, circulation, acceptance rate, evidence of quality of journal)

Table 2 (Template provided, Appendix B) Work in Progress/ Future Directions

Title/Description	Description of Candidate's Role and Contributions	Publication/manuscript development status (e.g., revised/resubmitted,, under review, in development)

Table 3 (Template provided, Appendix B) External Funding

Project citation (APA)	Funding Agency	Dates	Funding Amount	Funding Status	Candidate's Role and Contributions

VI: Materials relevant to service

- Descriptions or products of the candidate's most significant service activities (a maximum of five items), along with evaluation of the quality of that work and its impact (if available)
- For tenure and promotion reviews (but not reappointment reviews), three to five letters from appropriate individuals who have in-depth knowledge of one or more of the candidate's service activities and who have been asked to assess the quality and impact of that service

It is the responsibility of the candidate's department chair to obtain these assessments of the candidate's service to the profession and to practitioners in his or her field. Working with the candidate, the chair will identify and select three to five appropriate individuals who have in-depth knowledge of one or more of the candidate's service activities and who are in a position to assess objectively the quality of service and

contribution made by the candidate to his or her profession or to a specific group of practitioners in the field. Ideally, these reviewers should be knowledgeable of the candidate's work, but not collaborators or close colleagues. When the chair solicits the external reviews, he or she will inform the candidate regarding the names of the reviewers, any materials sent to them, and the question(s) they have been asked to address.

- Chart listing external reviewers of service and their expertise will be added to the dossier by the Chair (Template provided, Appendix B)