

P&T Dossier Preparation Guidelines

How many sets? One original and *eight* duplicate sets must be submitted to the Dean's Office, except for Commonwealth College Faculty. (Forward original and all copies sent from the CC.)

Please remember: If a faculty member is being considered for both promotion and tenure, only one original and *eight* duplicate sets are needed, but two cover (signature) pages should be prepared - one to document decisions on tenure and the other to document decisions on promotion. In such cases, the dossier should include all evaluative statements from the previous probationary tenure reviews.

Each set should be in a manila folder. The tab of each folder should be marked as follows:

Candidate's name
"Promotion to _____" or "Tenure"
"Original" or "Duplicate"

If you receive dossiers from a Commonwealth College, **do not change their format**. Place the original and each copy in a manila folder as described above. Send **all** copies received to the Dean's Office for further review.

General Reminder: Make sure you do not use staples, clips, rubber bands, etc., in the dossiers.

Page Numbering: All Rainbow Sections.

All pages should be numbered, including Page 1, in the upper right-hand corner as follows:

The Scholarship of Teaching and Learning, A-1, A-2, A-3, etc.

The Scholarship of Research and Creative Accomplishments,
B-1, B-2, B-3 etc.

Service and The Scholarship of Service to the University, Society
and The Profession, C-1, C-2, C-3, etc.

External Letters of Assessment, D-1, D-2, D-3, etc.

Statements of Evaluation of the Candidate by Review Committees
and the Administrators, E-1, E-2, E-3, etc.

In each new section, start over with Page 1.

9/3/2009

PLEASE PROOFREAD ALL MATERIAL

ORDER OF FORMS IN DOSSIER

Preliminary Pages (before the teaching section):

1. **Promotion and Tenure Form** (GF 4.21a, 07/01/17)

Present Rank and Title: Give full title. Example: Assistant Professor of Agronomy

2. **Biographical Data Form** (GF 4.21b, 7/1/17)

Complete all categories that are applicable. Under III, Occupational Record, list most recent employer (other than Penn State) first.

3. **Budget Assignment Form** (GF 4.21C, 7/1/16)

4. **Narrative Statement by unit leader** describing the candidate's duties, work assignments, etc. No more than two to three paragraphs (one page single spaced).

NOTE: If the candidate has extension responsibilities, **Appendix A, Guidelines for the Evaluation of Faculty with Extension Appointments in the College of Agricultural Sciences** should follow the unit leader's statement.

5. **Narrative Statement by candidate** indicating their sense of their scholarship of teaching and learning; scholarship of research and creative accomplishments; and service and the scholarship of service to the University, society, and the profession. The candidate may place this statement at the front of the dossier, or place separate statements in the relevant sections of the dossier. *(The University Promotion and Tenure Committee generally finds a single statement at the front of the dossier most useful for setting a context for their review of the dossier.)*

6. **College and Unit Criteria and Procedures for P&T**

College Guidelines for Promotion and Tenure must be copied and inserted in each dossier. You must obtain your unit statement from your unit leader. If your unit has adopted the College criteria and procedures, insert a notation to this effect.

Candidate's Statement

Link to Print

Below is the University-approved wording. The statement must include the candidate's signature and the date, with the original signature appearing in the original dossier. This will be the last item in the dossier. Do not number this page.

I have reviewed the contents of my dossier, with the exception of confidential materials, as defined in the HR-23 Guidelines.

Candidate Signature

Date

NOTE: These forms and statements come before the rainbow dividers.

ORDER OF RAINBOW DIVIDERS IN DOSSIER

Dividers can be found at: <https://guru.psu.edu/forms/promotion-and-tenure-forms.html>

The Scholarship of Teaching and Learning (Revised 7/1/15)

This section is paginated; start with A-1.

The time span for material included is from date of last promotion (or last five years) or date employed at PSU.

The candidate may include a narrative statement that indicates his/her sense of his/her teaching ability and effectiveness at the beginning of this section, if he/she has not included a similar statement at the beginning of the dossier.

Teaching duties should include student, client, and peer evaluations, extension teaching, advising duties, etc. Use summaries or other presentation techniques to keep the section reasonably brief. Attached are (1) an example of an SRTE summary form, and (2) an example of how extension programs should be summarized.

The Scholarship of Research and Creative Accomplishments

(Revised 7/1/17)

This section is paginated; start with B-1.

The time span for materials included is the candidate's entire career.

The candidate may include a narrative statement that indicates his/her sense of his/her research, creative accomplishments and scholarship at the beginning of this section, if he/she has not included a similar statement at the beginning of the dossier.

Please note that items IN THIS SECTION of the dossier should be **listed in standard bibliographic form with the most recent date first**. This sequence of ordering applies ONLY to this section of the dossier.

Extension circulars and computer software programs are included in this section.

Service and the Scholarship of Service to the University, Society and the Profession (Revised 7/1/17)

This section is paginated; start with C-1.

The time span for material included is from date of last promotion (or last five years) or date employed at PSU.

The candidate may include a narrative statement that indicates his/her sense of his/her service to the University and the public at the beginning of this section, if he/she has not included a similar statement at the beginning of the dossier.

External Letters of Assessment (7/1/14)

This section is paginated. Start with D-1. The correct order follows:

1. Description of how the letters of assessment were solicited.
2. Sample letter of request College-Approved Version Attached

When considering a tenure decision and a promotion decision simultaneously, external referees should be asked to address both concerns in a single letter.

3. Identification of those who have written assessments (one paragraph each), including a brief statement of the referee's standing in his/her discipline. Five persons = five paragraphs. Arrange in same order as log.
4. Description of the procedure for selecting external evaluators.

5. Log of External Letters (7/1/16)

NOTE: Internal letters (written by Penn State employees) cannot be placed in this confidential section of the dossier.

6. Letters from Selected Evaluators.

NOTE: Dossiers must include a minimum of four letters from external evaluators. A timetable for soliciting letters of assessment is attached.

Statements of Evaluation of the Candidate by Review Committees and Administrators (7/1/14)

This section is paginated. Start with E-1.

The order of materials in this section must appear exactly as listed on the divider.

For tenure cases, when including previous years' tenure evaluations, copies (not originals) may be placed in the original dossier. They should be presented in chronological order beginning with the earliest probationary reviews (two-year) through the most recent.

The unit leader will request a letter of assessment from any administrator who shares continuing budgetary authority for the candidate. This letter will be placed immediately before the department review committee's letter and will be available before review at all review levels.

The current statement of evaluation by the Unit P&T Committee must be original in the original dossier, including the signature of the committee chair and the date, and must include the names and rank of all members of the Unit P&T Committee. The committee recommendation must include the numerical vote in the evaluative statement. If the committee does not reach a unanimous vote on the candidate, the evaluative statement must include a discussion of the reason(s) for the divergent opinions.

In circumstances where a review committee may have an even number of members eligible to vote, a tie vote is considered to be a negative recommendation, and the "Not Recommended" block is to be checked on the Promotion and Tenure Form.

The current statement of evaluation by the unit leader must be original in the original dossier and must include original signature of the unit leader.

NOTE: If a faculty member is being considered for both promotion and tenure, both decisions should be addressed in a single letter from committee chairs and administrators.

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**College of Agricultural Sciences
Promotion and Tenure**

DOSSIER PREPARATION CHECK LIST

*Please use this check list before submitting dossiers to the
College Promotion and Tenure Review Committee*

- _____ 1. Promotion and Tenure Form for Tenure (if applicable)
- _____ 2. Promotion and Tenure Form for Promotion
- _____ 3. Biographical Data Form
- _____ 4. Budget Assignment Form
- _____ 5. Narrative Statement by Unit Leader
- _____ 6. Appendix A - Guidelines/Extension Appointments (where applicable)
- _____ 7. Narrative Statement by Candidate
- _____ 8. College Criteria and Procedure Statement
- _____ 9. Unit Criteria and Procedure Statement
- _____ 10. Candidate's Statement
- _____ 11. Divider – The Scholarship of Teaching and Learning
- _____ 12. Divider – The Scholarship of Research and Creative Accomplishments
- _____ 13. Divider – Service and The Scholarship of Service to The University,
Society, and The Profession **Revised 7/1/09**
- _____ 14. Divider - External Letters of Assessment:
 - a. How letters were solicited
 - b. Sample letter of request
 - c. Identification of assessors with brief paragraphs
 - d. Procedure for selecting external assessors
 - e. Log of External Letters
 - f. Letters from assessors (same order as log)
- _____ 15. Divider - Statements of Evaluation of the Candidate by Review
Committees and Administrators