

**College of the Arts Dossier Guidelines
for
Tenure & Promotion**

1. Table of Contents
2. Application for Promotion and/or Tenure
 - 2.1. Application for Tenure Form (if applicable)
<http://faculty.columbusstate.edu/handbooks/ftfac/appendixia.php>
 - 2.2. Application for Promotion Form (if applicable)
<http://faculty.columbusstate.edu/handbooks/ftfac/appendixia.php>
3. Recommendations
 - 3.1. Dean's Recommendation
 - 3.2. College Personnel Committee Recommendation
 - 3.3. Department Chair's Recommendation
 - 3.4. Departmental Personnel Committee Recommendation
 - 3.5. Candidate's Optional Response
4. Candidate's Narrative (no more than 6 pages)
 - 4.1. *Teaching Narrative*: The candidate's teaching narrative should highlight and address teaching effectiveness, pedagogy, awards, recognitions innovative course or content development; experiential learning opportunities; direction of student research and any other information required in the *Department Standards of Excellence*.
 - 4.2. *Research/Scholarship/Creative Activity Narrative*: The candidate's research, scholarship, and creative narrative should highlight and explain their most important research accomplishments as they relate to the *Department Standards of Excellence*.
 - 4.3. *Service Narrative*: The candidate's service narrative should highlight and explain the most important University, Professional and Community accomplishments as they relate to the *Department Standards of Excellence*.
5. Formatted Curriculum Vitae
<http://faculty.columbusstate.edu/handbooks/ftfac/appendixia.php>
6. Recent and Representative Syllabi (only one syllabus per course)
7. All Available Summary Class Evaluations
8. Performance Reviews
 - 8.1. Chair/ Director's Annual Reviews
 - 8.2. Pre-tenure Review/ Post-tenure
- Annual PDPs/ 5 Year PDP

- Pre-tenure Review Committee / CPTRC recommendation & comments
- Chair/ Director's pre-tenure recommendation/ post-tenure assessment
- 8.3. Optional (unless required by *Department Standards of Excellence*)
Internal and/or External Peer Reviews of Teaching (no more than 3)
- 8.4. Optional Internal and/or External Letters of Reference regarding Service
and/or Research (no more than 2)

9. Appendices / Supporting Materials

- 9.1. Appendix A – Teaching Support Materials
- 9.2. Appendix B – Research/Scholarship/Creative Activity Support Materials
- 9.3. Appendix C – Service to the University, Profession and Community
Support Materials

- All support materials should be included in the Appendices and reflect the *Department Standards of Excellence*.
- Items mentioned in the "*Candidate's Narrative*" should be included in the Appendices.
- Sections 1-8 should be organized into one binder with tabs that indicate each section. This binder will move forward to the *College Personnel Committee*, Dean, Provost and President.
- Section 9 *Appendices* will stay in a secure location in the Candidate's department and will be reviewed along with Sections 1-8 by the *Department Personnel Committee* and Department Chair/ Director. *The College Personnel Committee*, Dean, Provost and President will have access to the *Appendices* if needed