

Maseeh College Dean's Office
Third Year Review, Promotion, Tenure, Post Tenure Review (PTR), Milestone,
Emeritus, and Post Continuous Appointment Review (PCAR)
Dossier Submission Process

If you have any questions or concerns regarding the below information, please contact Chris Monsere, Associate Dean for Academic Affairs.

- Departments will upload the files to a Google Drive folder (link is provided to Department Chairs).
- Candidate dossiers must include all required items listed on the appropriate Dean's Checklist (with the exception of the Dean's Recommendation). **The Dean's Checklist is not required to be submitted as a file.**
- Sample fillable and editable templates are provided for Dean's Checklist, Appraisal Signature Sheets, and Report on External Letters are provided [here](#).
- Each item on the Dean's Checklist is to be submitted as a single PDF. Please use the following naming convention:

#_DOCNAME_LASTNAME, where

- **#** - item number on the Dean's Checklist
 - **DOCNAME** - the name of document from the Dean's Checklist (e.g. DeptChairsLetter)
 - **LASTNAME** - is the last name of the candidate (e.g. SMITH)
- If a candidate submitted additional items that are not on the Dean's Checklist, these are considered supplemental materials. The supplemental file can not include anything that the faculty member did not provide. Please include all supplemental material in a single PDF:

#_SUPMATERIAL_LASTNAME
 - Until Faculty Senate approves new templates for NTTF promotion and milestone reviews, use the Promotion and Tenure checklist and Appraisal Signature Sheet. For the milestone review, use "CA-Milestone Review/Award of Continuous Appointment" in the promotion field and delete the Provost and President signature lines or indicate NA.

Please review and confirm these additional requirements for items on the Dean's Checklist.

- Appraisal Signature Sheets
 - All department committee members, committee chair, department chair, and candidate sign the form prior to submitting. Digital signatures are acceptable and recommended.
 - For promotion and/or tenure appraisals, committee members, committee chair, and department chair must use the required letters on the (e.g. P, T, D) to indicate their vote. A checkmark is not acceptable.
- Department Chair's Evaluation and Written Recommendation
 - Must be on letterhead and signed or initialed by the Department Chair. Digital signatures are acceptable and recommended.
- Committee Narrative Evaluation and Written Recommendation
 - Must be on letterhead and the committee chair must sign or initial. Digital signatures are acceptable and recommended.
 - Narrative must address all required areas of review as required by the appropriate guidelines.
- Report on External Letters (not required for Milestone, PTR, PCAR, or Emeriti)
 - Include the Report on External Letters as the first document, followed by the sample invitation letter and all received letters. You may use the Maseeh College template posted [here](#).
 - If a person is invited and declines to write an external letter, include "declined" in the "Date Response Received" column.
 - External Letters must be on letterhead.
- Self-appraisal of scholarly agenda and accomplishments
 - Important! For the third year review, the faculty member must indicate at the beginning of their narrative which University and Departmental guidelines they choose for the third-year review and subsequent evaluations.
- Curriculum Vitae
 - A candidate's full CV (not abridged) must follow the format outlined in Appendix I of the University P&T Guidelines.
- Please do not forget the additional materials for **reviews for tenure** cases:
 - Copies of the original faculty appointment letter and the supplemental letter of hire.
 - Third year review letter (from the Dean).
 - Annual review letters from the Department Chair/or Promotion and Tenure Committee depending on the unit guidelines.