

Preparation Procedures for 6-year contract post tenure and no promotion faculty candidates:

The dossier is prepared to provide appropriate evidence of the faculty candidate's performance in the areas of Teaching, Scholarship, and Service. The faculty candidate compiles the dossier and submits it to the Google shared drive by **October 1**. The dossier is stored in a location that ensures confidentiality.

Dossier Documents Submitted by the Faculty Candidate

1. **Cover Letter** indicating the purpose of the review: tenure, contract renewal, and/or promotion.
2. [Self Evaluation Form](#): In September, the faculty candidate completes the Self-evaluation Form (SEF). The faculty candidate identifies a rating of own performance (Not Achieved, Competent, Proficient, or Outstanding) for each domain, with a supporting explanation of the evidence. The candidate may also speak to current areas of focus in their professional development and contributions to the school/university. Some reflection on course evaluations should be evidenced in the teaching domain. The prompt regarding mission and values is an opportunity to reflect on the candidates faith and vocation, if desired. The narrative should be brief and should not exceed 1200 words.
3. **Curriculum vitae**
4. [Class Visit Form](#): The faculty candidate invites one tenure-track colleague to conduct a class visit. The colleague observer meets with the faculty candidate to review the results; the observer submits the class-visit evaluation form to the CRC Chair and a copy to the faculty candidate.
5. **Annual goals reports from prior 3 years**
6. **Supporting Evidence at Faculty Discretion**: optional supporting evidence may be offered to assist in demonstrating the level of performance. Duplication of evidence is unnecessary. Supporting evidence is not required and need not be extensive, but may include:
 - a. evidence of teaching strategies or curriculum development
 - b. sample syllabi
 - c. evidence of student learning

- d. published scholarship
- e. evidence of service assignments
- f. reports generated by consulting or other professional service
- g. evidence of public critique or adoption of one's scholarly work

Dossier Documents Submitted by Others

The Provost's Office solicits evaluation forms from all students in the candidate's program who have completed at least one course taught by the candidate. The Office of Institutional Research summarizes the data and results are forwarded to the CRC chair and the Dean to include in the dossier.

The Colleague Review Committee chair adds a summary of the committee report to the faculty candidate dossiers and confirms that student evaluation results, individual colleague response forms, are in the google drive and notifies the dean by **November 30**.

The Dean adds their recommendation letter and notifies the Provost's Office that the completed dossier is ready to be shared with the Faculty Status Committee.

Approved by Provost's Council, May 16, 2023