

INSTRUCTIONS FOR COMPOSITION OF PROMOTION AND TENURE DOSSIERS

Electronic Submission of Faculty Dossiers

All dossiers are to be submitted electronically as individual PDF files.

CANDIDATE INSTRUCTIONS

Sections to complete for Candidate Dossier (These are the sections the faculty member being considered for Promotion or Tenure must complete):

Steps to create your dossier electronically:

1. Complete the Summary of Action fillable form and save it using the following naming convention: *B-SummaryLastnameFirstname* (example: *B-SummarySmithJohn*). NOTE: DO NOT PRINT AND SCAN THE SUMMARY OF ACTION FORM.
2. Using the sample dossier as a guide, complete the appropriate forms, gather supportive materials as described in the sample dossier, and save each as a separate pdf using the established naming convention. The files should be listed in the following order:

B - Summary of Action (B-SummaryLastnameFirstname)
A- Title Page (A-TitleLastnameFirstname)
L - Letters of Support (L-LettersLastnameFirstname)
M - Curriculum Vitae or Resume (M-CVLastnameFirstname)
N - Scholarly Activities (N-SponsResLastnameFirstname)
O - Graduate Faculty Activities (O-GradFacLastnameFirstname)
P – Teaching (P-TeachingLastnameFirstname)
Q – Service (Q-ServiceLastnameFirstname)
R - Extension Activities (R-ExtensionLastnameFirstname)

Please try to limit materials to no more than thirty pages, not including CV. Any additional supportive documents should be saved to a separate pdf file named *SupplementalLastnameFirstname*.

After you are sure your dossier is in the appropriate format, submit it to the department chair.

REVIEWERS INSTRUCTIONS FOR ELECTRONIC PROMOTION AND TENURE DOSSIERS

All dossiers will be uploaded to a secure GoogleDrive. Evaluators will receive permission to review appropriate dossiers.

Names of P&T Committee members are solicited in April for the next academic year. Those names and email addresses will be used to set permissions for the dossiers on the GoogleDrive.

Please read “Candidate Instructions” to be familiar with how the dossier should look when submitted.

The electronic dossiers will include fillable forms and materials completed by the candidate, and signed recommendation letters from any previous levels of review.

Steps to follow for review process:

Department Level:

1. Candidate creates dossier as individual pdf files and submits to designated individual in the department.
2. Chair or chair's designee reviews the candidate's electronic dossier to be sure it contains the following documents: B-Summary of Action, M-Curriculum Vitae, N-Scholarly Activities, O-Graduate Faculty Activities, P-Teaching, Q-Service, R-Extension materials and a signed Verification of Accuracy form. Any needed revisions must be made before the dossier is submitted to the Department P&T Committee for review.

Once the dossier (collected pdf files) has been accepted and sent to the Department P&T Committee, it cannot be revised except as described below.

3. The department chair or delegate will add Departmental Procedures and External Reviewer information to the appropriate sections before the Departmental P&T Committee review.
*****Once the dossier has been submitted to the first review committee, absolutely no one is allowed to change anything in sections K-R.***** Any additions, corrections, or committee narratives (recommendations) are put in sections A-J.
4. Upon completion of each level of review (Department P&T Committee and Department Chair), the B-Summary of Recommended Action form is to be updated with the vote or recommendation and signature (typewritten name equals the electronic signature). A signed copy of the Narrative (statement of recommendation) is to be sent via email to mstprovostpandt@mst.edu for uploading to GoogleDrive.
 - The department chair will submit the electronic dossier by attaching the individual pdf files in the prescribed order and naming convention to an email addressed to mstprovostpandt@mst.edu. **Reminder: the B-Summary of Action form must be saved and submitted as a separate file. Do not print and scan this form as this will prevent updating after subsequent reviews.**
5. The candidate will be informed of the recommendation (narrative) as soon as each level of review is completed.
6. At this time, the Provost Office will notify the College Subcommittees that the dossiers are ready for review.

***B-Summary of Recommended Action Form**

The B-Summary of Recommended Action is a fillable pdf form. The candidate will complete the top portion through “Discipline”. The Department will add the Department P&T Committee vote and the Department Chair recommendation to the Summary form (with signature indicated by their typewritten name in the appropriate field) and submit it to mstprovostpandt@mst.edu as a separate file.

Each committee chair or administrator will complete their review by adding the committee vote/recommendation to the B-Summary of Recommended Action form with signature indicated by their typewritten name in the appropriate field. In addition, the “narrative” or letter of recommendation should be submitted to mstprovostpandt@mst.edu. The candidate will be informed of each recommendation.