

College of Fine Arts

Guidelines for Instructors and PPP on the Contents of Dossier for Submission to University in the Process of Promotion

All materials should be submitted in electronic form unless digitization will undermine the integrity of the original. The Dean's Office will create a Box folder with appropriate sub-folders where items will be uploaded. All of the following contents of dossiers in the process of promotion are the responsibility of the candidate to assemble and upload.

For full University policies and procedures related to promotion, see the TCU [Faculty Promotion, Tenure and Emeritus Policy](#).

The numbers provided below follow the Standard Portfolio Organization established by TCU (found in Appendix C of the TCU [Faculty Promotion, Tenure and Emeritus Policy](#)). Any additional required materials not included here will be submitted by the Dean's Office.

The following contents must be assembled and submitted by the candidate on or before the first Tuesday in September:

01. Table of Contents
02. Candidate's Personal Statement (addressing the five areas of faculty responsibility: Teaching; Service to the University and the profession; Advising and related activities; Professional development; Conduct in accord with the Statement on Professional Ethics). The expectation is that this letter will be succinct.
03. Vita
04. Teaching: cross-section of syllabi that demonstrate teaching breadth and depth
05. Contribution to Innovation and Entrepreneurship (if applicable)
06. Service to the University, Profession and Community
07. Advising and Related Activities
08. Professional Development (may include Creative Activity, Scholarship, Research and Performance)
09. Conduct in Accord with the TCU Statement on Professional Ethics
10. Other Categories as determined by faculty candidate and/or department chair

05 is an optional category and not required.

The promotion abstract is a succinct overview of the candidate's profile. It should not deviate from the following format:

[First and Last Names], [terminal degree (e.g. Ph.D.)], [Degree Granting Institution], [Year]

Appointed [Rank Position (e.g. Assistant Professor)] of [Field of Study], [Year]

[Prefix (e.g. Dr.) First and Last Names] joined TCU in [year] as a/n [Rank and Position] in the [Department Name] of the [College Name]. [Pronoun] earned [pronoun] [1st degree (e.g. BA)] in [area of study] from [degree granting institution], a [next degree (e.g. MA)] in [area of study] from [degree granting institution], and a [terminal degree] from the [degree granting institution]. [Prefix and last name] primarily teaches [add details]. [Prefix and last name or pronoun] research and creative activity focuses on [add details]. Since arriving at TCU, [add details highlighting faculty contribution and impact].

Note: In total, the abstract should be no longer than 150 words.

*For 04, 05, 06, 07, 08, and 09 the candidate may include additional materials beyond what is stated in the Personal Letter. If the candidate chooses not to submit additional materials, they should insert a document into each Box folder reading, "See Personal Letter."

Additional Materials:

- Any remaining materials required by their Department/School
- If not stipulated in Department/School requirements, the following materials should **only** be submitted upon request:
 - a. Evidence of teaching effectiveness (i.e. assignments, eSPOT summaries, letters in support of, etc.)
 - b. Programs, playbills, articles, books, videos, cd's, slides, images
 - c. Annual Reports
 - d. Unsolicited letters, notes, etc.

Note: The Provost's Office sets the procedures for the preparation for final recommendations for promotion. These can be found in the [Faculty Promotion, Tenure and Emeritus Policy](#). It is the responsibility of the candidate and all individuals/offices involved in the review process to review and adhere to these guidelines.

Revised 9-8-26