

College of Fine Arts

Guidelines on the Contents of Dossier for External Review and Submission to University in the Process of Tenure and 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 tenure and promotion are the responsibility of the candidate to assemble and upload.

For full University policies and procedures related to promotion and/or tenure, 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](#)) and may not match the order in which items are submitted by the candidate. Any additional required materials not included here will be submitted by the Dean's Office.

I. External Review. The following required contents must be assembled and submitted by the second Monday of April for evaluation by external reviewers.

- 02. Candidate's Personal Statement (addressing the six areas of faculty responsibility: Teaching; Scholarship, creativity, and its equivalents; 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
- 06. Samples of scholarship and/or creativity – published and/or produced work in full (no excerpts) with critical reviews when available.

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

- 01. Table of Contents (should include all materials submitted in both the External Review folder and the University Materials folder)
- 05. Teaching: cross-section of syllabi that demonstrate teaching breadth and depth
- 07. Contribution to Innovation and Entrepreneurship (if applicable)
- 08. Service to the University, profession and community
- 09. Advising and related activities
- 10. Professional development
- 11. Conduct in accord with the TCU Statement on Professional Ethics
- 12. Other Categories as determined by faculty candidate and/or department chair

*For 05, 07, 08, 09, 10, 11, and 12, 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."

07 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.

III. Additional Materials:

- Any remaining materials required by their Department/School
- A succinct report of any significant activities relevant to tenure and promotion that have occurred since the submission of the dossier for external review (optional)
- 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 tenure and 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