

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.

- I. **External Review:** The following required contents must be assembled and submitted by June 15.
 - a. Vita in TCU format
 - b. Candidate's Personal Letter (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.
 - c. Samples of scholarship and/or creativity – published and/or produced work in full (no excerpts) with critical reviews when available.

After External Review, but prior to the final university submission date (this date is set by the Office of the Provost and can be found in the [Academic Affairs Administrative Handbook](#), under "Tenure and Promotion Calendar and Procedures"), the candidate is responsible for uploading the following remaining materials:

- II. **University Materials:**
 - d. Teaching: cross-section of syllabi that demonstrate teaching breadth and depth
 - e. Service to the University and/or the profession
 - f. Advising and related activities
 - g. Professional development
 - h. Conduct in accord with the TCU Statement on Professional Ethics
 - i. Promotion Abstract (approximately 150 words): Template – (Title) (Name) joined TCU in (month) of (year) as a (rank) in the (department) of the College of Fine Arts. He/she/they earned the (degrees) from (institutions). He/she/they primarily teach in the areas of (subjects). His/her/their research/scholarly activity focuses on (scholarly area). The impact of his/her/their work can be measured by/has been noted by (publications, fellowships, awards, honors, etc.).
 - j. Table of contents (should include all materials submitted in both the External Review folder and the University Materials folder)

*For e, f, g, and h, 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."

- 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 guidelines are published by the provost's office via the TCU Academic Affairs Administration Handbook. It is the responsibility of the candidate and all individuals/offices involved in the review process to review and adhere to these guidelines. For additional deadlines set by the College of Fine Arts, visit the [Faculty Resources](#) page on the College of Fine Arts website.

Approved by the College Advisory Committee 4/20/2018; revised and approved 1/29/2021