

## 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.*

- I. **External Review:** Contents of dossiers for External Review in the process of tenure and promotion are the responsibility of the candidate to assemble. Required contents must be assembled and submitted by the date for external review specified by the university tenure and promotion calendar. See *Academic Affairs Administrative Handbook* on the Office of the Provost website.
  - A. Vita in TCU format
  - B. Candidate's Personal Letter (addressing the six areas of faculty responsibility listed in II) 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.
  
- II. **Optional contents for External Review:** additional materials that may be included at the candidate's discretion, can be in any or all of the following categories:
  - A. Teaching: cross-section of syllabi that demonstrate teaching breadth and depth
  - B. Service to the University and/or the profession
  - C. Advising and related activities
  - D. Professional development
  - E. Conduct in accord with the TCU Statement on Professional Ethics
  
- III. **University Submission:** After External Review, but prior to the final university submission date (See *Academic Affairs Administrative Handbook* on the Office of the Provost website), the candidate is responsible for any additional material specific to Department/School requirements. The candidate may also wish to provide a succinct report of any significant activities relevant to tenure and promotion that have occurred since the submission of the dossier for external review. Section III is intended for use only at the Department/School review level. The College Advisory Committee will review only on an as needed basis/upon request.
  
- IV. The following materials will only be submitted upon request (if not stipulated in Department/School requirements).
  - A. eSPOT summaries and/or forms
  - B. Programs, playbills, articles, books, videos, cd's, slides, images
  - C. Annual Reports
  - D. Unsolicited letters, notes, etc.
  - E. Letters in support of teaching effectiveness

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.

Approved by the College Advisory Committee April 20, 2018