

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 in TCU format
04. Teaching: cross-section of syllabi that demonstrate teaching breadth and depth
05. Service to the University, profession and community
06. Advising and related activities
07. Professional development (may include Creative Activity, Scholarship, Research and Performance)
08. Conduct in accord with the TCU Statement on Professional Ethics

Promotion Abstract: 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.).

*For 04, 05, 06, 07, and 08, 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.