

Guidelines for the Preparation of Supplemental Materials for Promotion and Tenure Reviews

The purpose of providing supplemental materials for promotion and/or tenure reviews is to assist reviewers in their efforts to evaluate candidates' dossiers and to assess the strength of the evidentiary base. The supplemental materials should correspond directly to sections of the dossier, including the narrative statement.

For example, reviewers typically desire ready access to evidence of teaching effectiveness for all of the courses noted in the dossier. It is therefore desirable to provide evidence of teaching effectiveness (e.g., SRTE results, including student comments) in the supplemental materials for each of the regular courses listed in the dossier. Reviewers also typically desire ready access to all publications listed in the dossier. It is therefore desirable to provide access in the supplemental materials for each publication listed in the dossier.

Candidates should work with their Department Heads to make reasonable judgments about what to include and what to exclude. It is not necessary for the supplemental materials to encompass all of the candidates' accomplishments. Examples of materials not generally relevant include evidence of participation in professional meetings; proof of participation on editorial review committees; and copies of publications not listed in the dossier.

Candidates should also work with their Department Heads to organize the materials in ways that make it easy for reviewers to find the relevant evidence.

It is appropriate and usually desirable for the supplemental materials to be provided in an electronic format rather than on paper. However, if an item is difficult to digitize (e.g., an instance where the candidate was an editor for a large handbook), it is appropriate to supplement the electronic format with an alternative format (e.g., a hard copy/paper version of the handbook).

Statement Endorsed by the College of Education Faculty Council on April 19, 2018.