ITEMS FOR PROMOTION AND TENURE DOSSIER

The items which should be submitted in the Promotion or Tenure Dossier are listed below. The dossier will be transferred to a CD or CVC for dissemination to the committee members. An electronic version of the dossier will also be uploaded as a “course” on Blackboard and made available only to appropriate college and university administrators, such as the Dean of COMP and Provost of the University for their review. If you choose, you may submit your entire dossier electronically. If you submit hard copies of any items, please scan the documents prior to copying them on three-hole punched paper. This avoids holes showing up on the scanned documents. (Contact Kristine King, Department of Basic Medical Sciences, if you need any assistance scanning documents or for the layout of the electronic dossier. Her email address is kking@westernu.edu). Completed dossiers should be submitted to the Chair of the Promotion and Tenure Committee, or to Kristine King. If you choose to submit a hard copy of the dossier, only one copy is required.

1. A personal statement of one to two pages regarding your application for promotion and tenure.
2. A copy of your current Curriculum Vitae.
3. Copies of your Annual Faculty Update (yearly report) for the last 3 years, as submitted by you, and with the response from your Chairman, or immediate supervisor.
4. A copy of your original job description.
5. A copy of your original offer letter of employment (salary figures blacked out).
6. Copies of your employment contracts for all your years of employment at WesternU (salary figures blacked out).
7. A list of all your peer-reviewed articles (complete bibliographic information) and an electronic copy of each.
8. A list of published abstracts and poster presentations (complete bibliographic information).
9. A list of invited talks, including the date and institution at which the talk was presented.
10. A list of other scholarly publications (books, book chapters, etc., with complete bibliographic information).
11. A list of professional service activities (e.g., organizing symposium sessions, etc.).
12. A list of funded grant applications (intramural and extramural, title, funding agency, your role in project, direct costs, indirect costs, dates of funding, etc.).
13. A list of unfunded grant applications (intramural and extramural, title, funding agency, your role in project, date submitted, amount applied for, etc.).
14. A list of research students/postdocs mentored or postgraduate residents supervised.
15. A list of the titles of all your lectures, or other formal teaching presentations, given each year for the last 3 years (including Large Group Sessions).
16. Copies of all your student teaching evaluations for the last 3 years.
17. Copies of all your peer teaching evaluations for the last 3 years, if available.
18. Any other information relevant to your teaching activities for the college.
19. List of your COMP and WesternU committee service, with dates of service.
20. A description of community service.
21. Other information relevant to your service to the university, college, and community
22. A list of honors and awards you have received.
23. The names of three or more referees who are at institutions outside of WesternU. As stated in the COMP Faculty Handbook, these outside references "must be from senior faculty in the candidate’s own area of expertise.
24. The names of two or more referees persons who are currently at WesternU. As stated in the COMP Faculty Handbook, the writers of these letters “must provide evidence of the candidate’s academic excellence.”

Please contact the above referees yourself and request them to send the letters of reference on your behalf directly to the Chairman of the Promotion & Tenure Committee. The letters may be in electronic or hard copy form.

Please feel free to include anything else that you think may be helpful to the Promotion and Committee in its deliberations.

If you are unable to provide any of the requested items from the list above, please note this in writing, along with a brief explanation.