



FORMAT FOR FACULTY REVIEW DOSSIER

In an attempt to provide a level of consistency and guidance for faculty, the following is the format to follow for filing your faculty tenure/tenure track and promotion review dossier. Inserts and sub-inserts in your faculty dossier should include the following in the order shown below. Please note that the items indicated as optional are highly recommended but not required unless mandated by a departmental and/or college policy.

TABLE OF CONTENTS

1. **BASIC INFORMATION**
 - 1.1 **APPLICANT STATEMENT AND SELF-EVALUATION¹ (updated yearly)**
 - 1.2 **DEPARTMENTAL CRITERIA**
 - 1.3 **CURRICULUM VITA (updated yearly)**
2. **FACULTY PROFESSIONAL GROWTH PLAN² (Optional except for first-year tenure-track)**
3. **RECOMMENDATIONS**
 - 3.1 DEPARTMENT COMMITTEE RECOMMENDATIONS
 - 3.2 DEPARTMENT CHAIR RECOMMENDATIONS
 - 3.3 COLLEGE COMMITTEE RECOMMENDATIONS
 - 3.4 COLLEGE DEAN RECOMMENDATIONS
 - 3.5 PROVOST RECOMMENDATIONS
4. **TEACHING EFFECTIVENESS**
 - 4.1 TABULAR SUMMARY OF TEACHING EVALUATIONS (template attached)
 - 4.2 TABULAR SUMMARY OF TEACHING ACHIEVEMENTS (template attached)
 - 4.3 NARRATIVE SUMMARY
 - 4.4 CHAIR AND PEER REVIEWS / ASSESSMENTS³ (Optional)
5. **PROFESSIONAL ACHIEVEMENT**
 - 5.1 **TABULAR NUMERIC SUMMARY (template attached)**
 - 5.2 **NARRATIVE SUMMARY**
 - 5.3 **EXTERNAL REVIEWS / ASSESSMENTS (Optional)**
6. **PROFESSIONAL SERVICE**
 - 6.1 **TABULAR NUMERIC SUMMARY (template attached)**
 - 6.2 **NARRATIVE SUMMARY**
7. **SUPPORTING DOCUMENTATION / MATERIAL**
 - 7.1 **TEACHING EFFECTIVENESS (including student evaluations and syllabi/course material)**
 - 7.2 **PROFESSIONAL ACHIEVEMENT**
 - 7.3 **PROFESSIONAL SERVICE**

The dossier submitted for review must include cumulative summaries and material/submissions during tenure/promotion cycle. All publications of the applicant need not be submitted as a part of the supporting documentation (section 7), but a representative sample is required. Please use front and back copies and avoid protective sheets. The format indicated above shall be utilized in preparation of the applicant's tenure/tenure track, and promotion dossier. The dossier format and tabular summaries templates can be accessed on the web: <http://dba.panam.edu/forms/index.html>

¹APPLICANT STATEMENT AND SELF-EVALUATION: This would normally be the last item the applicant prepares before submitting the file to the department chair. This letter should clearly state the applicant's qualifications for tenure and/or promotion and focus attention on the unique strengths and credentials of the applicant, and should stress the activities and accomplishments of the applicant since the last review. The applicant should recognize that members of the various committees might not be entirely familiar with the applicant's field. It is to the advantage of the applicant to explain the significance of his/her contributions or accomplishments. An applicant might, for example, comment on the relative importance of an exhibit in a gallery or on the professional reputation of a journal which features the applicant's work. A new statement must be prepared each year that the applicant is considered for review. This is also an opportunity for the candidate to state how any improvements recommended during the last review have been addressed.

²FACULTY PROFESSIONAL GROWTH PLAN: This item is largely OPTIONAL except for first-year 07-08 tenure-track faculty when it becomes required. The purpose of the professional development plan is to help ensure that the faculty member, the department and the Dean have a congruent understanding of the nature of a faculty member's responsibilities and the general level of performance expected in the three areas of review. The professional development plan is not a contract: achieving all of the stated goals does not in and of itself guarantee a faculty member tenure or promotion, nor does deviation from the plan in and of itself justify action against the faculty member. The professional development plan covers six years to be updated yearly, so that by the sixth year final review the professional development plan will cover the six years after the candidate receives tenure, if tenure is granted.

First year tenure-track faculty will need to develop and submit a written professional development plan in consultation with their department chair and mentor. Deans will review these professional development plans, and work with tenure-track faculty and chair on any revisions the Dean deems necessary. The professional development plan should cover all three areas of review (Teaching Effectiveness, Professional Achievement, and Service), and correspond to the department's Basic Performance Criteria for tenure and promotion.

³CHAIR AND PEER REVIEWS / ASSESSMENTS: Statements from the chair or colleagues who have systematically observed classroom teaching or reviewed the applicant's classroom materials, e.g., course syllabi, assignments, tests, etc. This statement may be contained in a letter or standardized form by the department/college. This item is highly recommended but not required unless mandated by a departmental and/or college policy.

EXTERNAL REVIEWS / ASSESSMENTS: This item is optional unless mandated by a departmental and/or college policy. Guidelines for external reviews will be disseminated later on.



THE UNIVERSITY OF TEXAS-PAN AMERICAN
TABULAR SUMMARY OF PROFESSIONAL ACHIEVEMENTS

Faculty Name: _____ Department: _____ Academic Year: _____

FACULTY ACHIEVEMENT	SEMESTER ¹ - YEAR											TOTAL	
SELECT FROM THE DROP DOWN MENU													
Books published or accepted for publication ²													
Book chapters published or accepted for publication ²													
Refereed articles published or accepted for publication ²													
Other creative works													
Refereed conference papers/presentations/proceedings													
local													
state/region													
national													
international													
Non-refereed conference papers/presentations/proceedings													
local													
state/region													
national													
international													
Faculty research awards or recognitions													
Internal faculty research or development grant													
Active external grant													
External grant proposal submitted													
External grants received													
US Dollar amount (in rounded thousands, ex. 70K, 20K)													
Other professional achievements / activities (list below)													
TOTAL													

¹ summer work should be counted towards the preceding spring semester
² should be counted only once (either for acceptance or publication) (OMNIFORM)



**THE UNIVERSITY OF TEXAS-PAN AMERICAN
TABULAR SUMMARY OF PROFESSIONAL SERVICE**

Faculty Name: _____ Department: _____ Academic Year: _____

FACULTY SERVICE	ACADEMIC YEAR						TOTAL
SELECT FROM THE DROP DOWN MENU							
Committee / Taskforce Work							
Department							
College							
University							
Region/state							
National							
International							
Other professional services (list below)							
TOTAL							



THE UNIVERSITY OF TEXAS-PAN AMERICAN
TABULAR SUMMARY OF TEACHING ACHIEVEMENTS

Faculty Name: _____ Department: _____ Academic Year: _____

FACULTY ACHIEVEMENT		SEMESTER ¹ - YEAR										TOTAL	
SELECT FROM THE DROP DOWN MENU													
Faculty teaching awards or recognitions													
University College													
Region/state													
National/International													
Students supervised in research													
Undergraduate													
Graduate													
Theses/dissertations/projects completed													
MS													
PhD													
honors													
others													
Innovative or new teaching activities													
new course development													
course enhancement													
Other teaching achievements/activities (list below)													
TOTAL													

¹ summer work should be counted towards the preceding spring semester



THE UNIVERSITY OF TEXAS-PAN AMERICAN
TABULAR SUMMARY OF TEACHING EVALUATIONS

Faculty Name: _____ Department: _____ Academic Year: _____

Semester-Year	Course Number	(A) Student enrollment	(B) No. of students in the survey	(C) No. of students with good-excellent rating	% good-excellent rating (C/B* 100%)	Semester Average

* In additional to the required Question 11, applicants may choose to present tabular summaries of other questions on the student evaluation.
 * Only enter one average per semester.
 * Based on Question #11*