

General Instructions for Promotion and Tenure Dossiers Submitted to the Provost's Office

The *Auburn University Faculty Handbook* is the official guidance for preparing promotion and tenure dossiers. Candidates, department heads/chairs, and deans should refer to [Section 3.6.5](#) as the primary source for process, content, and ordering requirements. The instructions below provide additional details on how to properly format the dossier for review by the university's promotion and tenure committee.

Preparing the Dossier

Dossiers must be prepared in one PDF document and must be organized according to the following bookmarks.

- Bookmark 1 – Information to be Supplied by the Candidate
- Bookmark 2 – Scholarly Contributions by the Candidate
- Bookmark 3 – Information to be Supplied by Department Head/Chair/Director
- Bookmark 4 – Confidential Letters from Outside Reviewers
- Bookmark 5 – Approved Extension(s) of Tenure Clock and 3rd Year Evaluation
- Bookmark 6 – Department Faculty Summary Letter
- Bookmark 7 – Department Head/Chair/Director's Letter
- Bookmark 8 – Candidate's Rebuttal Letter
- Bookmark 9 – College Committee Summary Letter/Extension Director's Letter (if applicable)
- Bookmark 10 – Dean's Letter
- Bookmark 11 – Candidate's Rebuttal Letter
- Bookmark 12 – Departmental P&T Guidelines
- Bookmark 13 – Appendices

Dossiers should include all bookmarks above, even if there is no additional information contained therein, and should not include any additional bookmarks, even when it would seem helpful to do so. Each bookmark serves as a title page, after which information may be inserted into the dossier. Each bookmark is described in more detail below, including the information to include, a reference to the relevant section of the Handbook, and any special instructions or restrictions. Note that each bulleted item within a bookmark should start a new page in the dossier but should not have its own bookmark.

Bookmark 1 – Candidate Information

The candidate inputs the following information into the first bookmark.

- Standard Biographical Sheet (3.6.5.C.2.a)
- Percentage of Allocation (3.6.5.C.2.b)

- List of Honors and Awards (3.6.5.C.2.c)

Bookmark 2 – Scholarly Contributions Supplied by the Candidate

The candidate inputs the following information into the second bookmark.

- Teaching (3.6.5.C.2.d.1)
- Research/Creative Work (3.6.5.C.2.d.2)
- Outreach (3.6.5.C.2.d.3) – see below for further information on any impact statement.
- Service (3.6.5.C.2.d.4)

Candidates should present their work as informatively and accurately as possible, and where applicable, should include explanatory information such as the importance of author order, the percent of effort by the candidate, journal acceptance rates, proof of accepted scholarship not yet in print, etc. Note that if a candidate includes Outreach information in section 3.6.5.C.2.d.3, a summary statement of impact may be included but must not exceed two pages.

Bookmark 3 – Information to Be Supplied by the Department Head/Chair/Director

The department head/chair/director inputs the following information into the third bookmark.

- Teaching (3.6.5.C.3.A), including student evaluations, peer evaluations, and letters from thesis/dissertation students.
- Research/Creative Work (3.6.5.C.3.B), including the letter of support statement and assessment of the quality of journals.
- Outreach (3.6.5.C.3.C), including a statement of the candidate's outreach program and outreach activities evaluations. Extension Specialists must include an evaluation letter from the ACES Director. The letter will go into Bookmark 7.
- Service (3.6.5.C.3.D), including evaluation letters addressing work on college and university committees.

Bookmark 4 – Confidential Letters from Outside Reviewers

The department head/chair/director inputs the following information into the fourth bookmark.

- Confidential External Letters (3.6.5.C.3.E)
- Summary of Each External Reviewer's Credentials (Not to exceed one page)

For each external letter, include a summary of the external reviewer's credentials, not to exceed one page per reviewer. Note that letters from outside evaluators shall remain confidential and shall not be made available to candidates at any time.

Bookmark 5 – Approved Extension(s) of Tenure Clock and 3rd Year Evaluation

The department head/chair/director inputs the following information into the fifth bookmark.

- Approved Extension(s) of Tenure Clock, if any
- Third Year Review Evaluation (3.7.2)

Bookmark 6 – Department Faculty Summary Letter

The department head/chair/director inputs the following information into the sixth bookmark.

- Departmental Faculty Summary Letter (3.6.5.E)

The summary letter is written by the eligible departmental faculty who voted on a candidate's promotion and/or tenure and should reflect the vote and represent all aspects of the discussion leading to that vote.

Bookmark 7 –Department Head/Chair/Director's Letter

The department head/chair/director inputs the following information into the seventh bookmark.

- Chair's Letter (3.6.5.E)
- Extension Director Letter (if applicable – see 3.6.5.C.3.C.3)

The evaluative letter counts as the chair's vote and should include an explicit recommendation for or against promotion and/or tenure. Chairs should note the expectations of "well-documented" cases when a candidate does not meet standard expectations for completing years in rank (see section 3.6.4). Also, for candidates with extension appointments, include a letter from Extension Director.

Bookmark 8 – Candidate's Rebuttal Letter

The department head/chair/director inputs the following information into the eighth bookmark.

- Candidate's Rebuttal Letter to the faculty and/or chair's letter, if applicable (3.6.5.E)

If no rebuttal is prepared, please note with N/A on the bookmark title page.

Bookmark 9 – College Committee Summary Letter

The dean inputs the following information into the ninth bookmark.

- College Committee Summary Letter (3.6.5.E)

If there is no college committee, please note with N/A on the bookmark title page.

Bookmark 10 – Dean's Letter

The dean inputs the following information into the tenth bookmark.

- Dean's Letter (3.6.5.E)

The evaluative letter counts as the dean's vote and should include an explicit recommendation for or against promotion and/or tenure.

Bookmark 11 – Candidate's Rebuttal Letter

The dean inputs the following information into the eleventh bookmark.

- Candidate's Rebuttal Letter to the College Committee and/or Dean's letter, if applicable (3.6.5.E)

If no rebuttal is prepared, please note with N/A on the bookmark title page.

Bookmark 12-Departmental Guidelines

The department head/chair inputs information into the twelfth bookmark.

- Approved Departmental Guidelines (**Required if applicable and in effect**)

Bookmark 13 – Appendices

Information in the thirteenth bookmark is provided by the candidate and may include other optional information.

- Internal and non-confidential outside letters (Optional – candidate’s decision)
- Selected publications, grants proposals or other evidence of scholarship (Optional – candidate’s decision)
- Student comments other than surveys
- Other (Optional – candidate’s decision)

Submitting the Dossier

Dossiers must be uploaded by the candidate’s college/school to the appropriate website no later than Friday, November 15, 2024. When submitting completed dossiers, individuals must 1) confirm that the pdf document includes all relevant components, 2) confirm that the pdf document adheres to all formatting requirements described above, and 3) provide the following information for each candidate:

- Candidate’s Full Name
- Candidate’s Promotion Rank
- Candidate’s College
- Candidate’s Department
- Candidate’s Banner ID
- Candidate’s Work Assignment (breakdown of Allocation of time-Teaching/Research/Service/Administration)
- Dean’s Name
- Department Head Name
- Dean’s decision on Candidate
- Department Head/Chair/Director’s Decision on Candidate
- Faculty Vote
- College Committee Vote
- College/School Administrative Assistant’s name

Training for those responsible for uploading the dossiers will be provided during the summer. Please contact Sandy Krietemeyer in the Provost’s Office at 334- 844-5773 or shk0006@auburn.edu for more information.