



Dossier for Tenure and Promotion to Associate Professor

FIRSTNAME LASTNAME,
POSITION,
☎ Room #,
Department NAME,
College NAME,
University NAME,
CITY, STATE, ZIP Code

☎ 123 456-7890

✉ X @ Y.edu

💻 <http://www.X.edu/~Y>

Contents

1 Letter of Request	3
2 Evidence of Eligibility to Apply	5
3 Curriculum Vitae	8
4 Qualitative Assessment by the Faculty Member	10
4.1 Introduction	11
4.2 Research	11
4.3 Teaching	11
4.4 Service	12
4.5 Summary	12
5 Instructional Assignments	13
6 Teaching Loads	16
7 Evidence in Support of Effective Teaching	19
7.1 Teaching Philosophy	20
7.2 Evidence of Teaching Methods	20
7.3 Evaluations of Teaching Effectiveness by Students	24
8 Publications/Creative Achievement	34
8.1 Publications from joining University NAME (2016 – 2020)	35
8.2 Publications before joining University NAME	35
9 Recognition of Other Scholarly Activities	38
9.1 Grants	39
9.2 Scholarly Presentations	40
9.3 Scholarly Participation at Conferences/Professional Meetings	43
9.4 Meeting/Conferences Attended	45
9.5 Professional Memberships/Affiliations	46
9.6 Editing	46
10 Research/Creative/Professional Work in Progress	49

11 University and Professional Service	51
11.1 University Service	52
11.2 Professional Service	54
12 Public Service	56
13 Letters from Faculty at University NAME	59
14 Scholars and Peers Outside of University NAME	62

1.) Letter of Request

PDF file for
Letter of Request

2.) Evidence of Eligibility to Apply

Enclosed Files

- Letter of Eligibility for Tenure – Dated MONTH DAY, YEAR.
- A copy of PAF, Dated MONTH DAY, YEAR.

PDF file for
Letter of
Eligibility for
Tenure

PDF file for
**A Personnel
Action Form**

3.) Curriculum Vitae

PDF file for
Curriculum Vitae

4.) Qualitative Assessment by the Faculty Member

4.1 Introduction

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

4.2 Research

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

4.3 Teaching

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

“Here is a sample quotation: Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.”

Figure 1: Here is a sample figure.



4.4 Service

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

4.5 Summary

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

5.) Instructional Assignments

Table 1: A complete list of the courses taught by Dr. X.

University NAME (2016–2020)

Spring 2020

- ▶ COURSE NAME (COURSE CODE)
- ▶ COURSE NAME (COURSE CODE)

Fall 2019

- ▶ COURSE NAME (COURSE CODE)

Spring 2019

- ▶ COURSE NAME (COURSE CODE)

Fall 2018:

- ▶ COURSE NAME (COURSE CODE)

Spring 2018:

- ▶ COURSE NAME (COURSE CODE)

Fall 2017:

- ▶ COURSE NAME (COURSE CODE)

Spring 2017:

- ▶ COURSE NAME (COURSE CODE)

Fall 2016:

- ▶ COURSE NAME (COURSE CODE)

OTHER University NAME (2015)

Fall 2015:

- ▶ COURSE NAME (COURSE CODE)

Continued on next page ►►

Table 1 – continued from previous page.

OTHER University NAME (2004–2009)

Spring 2009:

- ▶ COURSE NAME (COURSE CODE)

Spring 2008:

- ▶ COURSE NAME (COURSE CODE)

Fall 2007:

- ▶ COURSE NAME (COURSE CODE)

Spring 2006:

- ▶ COURSE NAME (COURSE CODE)
- ▶ COURSE NAME (COURSE CODE)

Fall 2005:

- ▶ COURSE NAME (COURSE CODE)
- ▶ COURSE NAME (COURSE CODE)

Spring 2004:

- ▶ COURSE NAME (COURSE CODE)
- ▶ COURSE NAME (COURSE CODE)

6.) Teaching Loads

Table 2: List of the courses taught by Dr. X in the last six semesters.

Term	CRN	Course Title	Credit Hours	# of Enrollment	Teaching/Research Load
Spring 2020	12345	PHY 1111	3	15	50/50 %
	43210	PHY 2222	5	10	
Fall 2019	12345	PHY 1111	3	15	50/50 %
Total Credit Hours (2019–2020): 11/12					
Spring 2019	12345	PHY 1111	3	15	50/50 %
	43210	PHY 2222	5	10	
Fall 2018	12345	PHY 1111	3	15	50/50 %
Total Credit Hours (2018–2019): 11/12					
Spring 2018	12345	PHY 1111	3	15	50/50 %
	43210	PHY 2222	5	10	
Fall 2017	12345	PHY 1111	3	15	50/50 %
Total Credit Hours (2017–2018): 11/12					

- PHY 1111: COURSE TITLE
- PHY 2222: COURSE TITLE

Justification of lower teaching loads

- **Justification 1**

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

- **Justification 2**

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

- **Justification 3**

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

7.) Evidence in Support of Effective Teaching

7.1 Teaching Philosophy

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

7.2 Evidence of Teaching Methods

In the following, a sample syllabus, slides, and weekly assignment for the *COURSE NAME* I taught in SEMESTER YEAR are enclosed.

PDF file for
**A Sample Course
Syllabus**

PDF file for
**A Sample Weekly
Assignment**

PDF file for
**A Sample Lecture
Slides**
(with 90 degrees rotation)

7.3 Evaluations of Teaching Effectiveness by Students

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

Table 3: Qualitative feedback from students in the courses taught by Dr. X in the academic year 2019-2020.

Course	Students' Feedback
COURSE NAME	<ul style="list-style-type: none"> • Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like "Huardest gef-burn"? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language. • Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like "Huardest gef-burn"? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language. • Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like "Huardest gef-burn"? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

SEMESTER YEAR

Continued on next page ►►

Table 3 – continued from previous page

Table 3 – continued from previous page	
Course	Students' Feedback
COURSE NAME	<ul style="list-style-type: none"> Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like "Huardest gef-burn"? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.
ANOTHER COURSE NAME	<ul style="list-style-type: none"> Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like "Huardest gef-burn"? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language. Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like "Huardest gef-burn"? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language. Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like "Huardest gef-burn"? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

SEMESTER YEAR

SEMESTER YEAR

A copy of the course and instructor evaluations for the courses Dr. X has taught from SEMESTER YEAR to SEMESTER YEAR are enclosed. The following sections did not receive the minimum number of responses required for viewing reports:

- SEMESTER YEAR: COURSE NAME (SECTION #): COURSE TITLE [X out of Y Students Responded]
- SEMESTER YEAR: COURSE NAME (SECTION #): COURSE TITLE [X out of Y Students Responded]

PDF file for
Year 1 Evaluation 1

PDF file for
Year 1 Evaluation
2

PDF file for
Year 2 Evaluation
I

PDF file for
Year 2 Evaluation
2

PDF file for
Year 3 Evaluation
I

PDF file for
Year 3 Evaluation
2

8.) Publications/Creative Achievement

Table 4: Total number of published articles by Dr. X in peer-reviewed journals.

From joining University NAME (2016–2020)	
Publication Type	# of Publications
Original Research Paper	X
Conference Paper	Y
Comment Paper	Z
Total:	$X+Y+Z$

Before joining University NAME (2007–2016)	
Publication Type	# of Publications
Original Research Paper	X
Conference Paper	Y
Comment Paper	Z
Total:	$X+Y+Z$

8.1 Publications from joining University NAME (2016 – 2020)

▶ Peer-Reviewed Journal Articles

1. **Author 1**, Author 2, Journal Name, Volume (Year). [Article Title](#).

▶ Peer-Reviewed Conference Proceedings

2. **Author 1**, Author 2, Journal Name, Volume (Year). [Article Title](#).

▶ Peer-Reviewed Comments

3. **Author 1**, Author 2, Journal Name, Volume (Year). [Article Title](#).

8.2 Publications before joining University NAME

▶ Peer-Reviewed Journal Articles

1. **Author 1**, Author 2, Journal Name, Volume (Year). [Article Title](#).

▶ Peer-Reviewed Conference Proceedings

2. **Author 1**, Author 2, Journal Name, Volume (Year). [Article Title](#).

▶ Peer-Reviewed Comments

3. **Author 1**, Author 2, Journal Name, Volume (Year). [Article Title](#).

A copy of Dr. X's publications (Y articles) from joining University NAME is enclosed in the following pages.

PDF file for
Published Article
I

PDF file for
Published Article
2

9.) Recognition of Other Scholarly Activities

- ▶ **External Grant:** (Year-Year) Agency NAME (\$XYZ)
- ▶ **Conference Presentations:** X presentations (T talks, P posters, S seminars, and I invited talks). From joining University NAME, T2 talks in Conference LIST CONFERENCE NAME, and the co-author of I2 papers presented in international conferences in LIST INTERNATIONAL CONFERENCE NAME.
- ▶ **Serving on the Editorial Board of X Peer-Reviewed Journals.**
- ▶ **Professional and Faculty Development Workshops:** Participated in Y (Z from joining University NAME) professional and faculty development conferences and workshops.
- ▶ **International Conference Organization:** Served on the international advisory committee of Conference NAME.

9.1 Grants

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

- **Project Title:** PROJECT TITLE
- **Role:** Sole Principle Investigator
- **Award Amount:** \$X
- **Date submitted:** DATE
- **Date Awarded:** DATE

Project Overview Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

Intellectual Merit Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

Broader Impacts of the Project Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

Figure 2: The details of the Award from AGENCY'S NAME website.



9.2 Scholarly Presentations

1. **Author 1**, Author 2, [Conference NAME](#), LOCATION, DATA. *Presentation TITLE* (talk)
2. **Author 1**, Author 2, [Conference NAME](#), LOCATION, DATA. *Presentation TITLE* (poster)

The abstracts of the first X presentations, related to the evaluation period of YEAR to YEAR, are enclosed in the following pages.

PDF file for
Conference
Abstract I

PDF file for
Conference
Abstract 2

9.3 Scholarly Participation at Conferences/Professional Meetings

- Member of International Advisory Committee for "Conference NAME", LOCATION, DATE.
- Conference Website: <http://Conference-address>
- Conference Proceedings: Journal NAME, <https://Journal-address>

Please see the list of the *International Advisory Committee* on the X page of the enclosed file.

PDF file for
**A Conference
Advisory Board**

9.4 Meeting/Conferences Attended

- DATE [Conference NAME](#)
- DATE [Conference NAME](#)

9.5 Professional Memberships/Affiliations

- DATE: Organization NAME ([Organization NAME](#)), ADDRESS.
- DATE: Organization NAME ([Organization NAME](#)), ADDRESS.

9.6 Editing

- DARE: Member of the editorial board of [Journal NAME](#).
- DARE: Member of the editorial board of [Journal NAME](#).

The evidence of serving on the editorial board of the mentioned journals is enclosed in the following pages.

PDF file for
Certificate for
serving on the
editorial board of
Journal I

PDF file for
Certificate for
serving on the
editorial board of
Journal 2

10.) Research/Creative/Professional Work in Progress

I am currently working on the following projects ...

1. **PROJECT 1** Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.
2. **PROJECT 2** Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

11.) University and Professional Service

- ▶ **DATE–DATE:** Served on *University Committee NAME* (DATE: POSITION)
- ▶ **DATE–DATE:** Served on *University Committee NAME* (DATE: POSITION)

11.1 University Service

University Committee NAME (DATE)

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

University Committee NAME (DATE)

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

A letter from Dr. Y, chair of *University Committee NAME*, for my service to this Committee is enclosed in the following pages.

PDF file for
Support Letter for
Serving on a
University
Committee

11.2 Professional Service

During the course of the evaluation, from DATE to DATE, I reviewed X articles for peer-reviewed journals and wrote Y reports, as some of the papers had more than one round of review. The list of the journals I was invited to review a manuscript for them, in impact factor order, is:

- [Journal 1](#) (J1) [1 paper]
- [Journal 1](#) (J2) [2 papers]

The complete list of the verified reviews, including the date of reviews, the title of the articles and journals, prepared by the Publons website, is enclosed in the following pages.

PDF file for
A list of verified
reviews by
Publons

12.) Public Service

- **Organization Title:** Organization NAME
- **Role:** ROLE
- **Period of Service:** DATE
- **Website:** <https://Organization-address>

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

A declaration letter from X, Director of Organization NAME, for my service to Y is enclosed in the following page.

PDF file for
Support letter(s)
for public service

13.) Letters from Faculty at University NAME

Enclosed Letters of Supports

- **X1 Y1**, POSITION.

[Evaluation of research.]

- **X2 Y2**, POSITION.

[Former chair of Z; Evaluation of teaching, research, and service.]

PDF file for
Internal Support
Letter 1

PDF file for
Internal Support
Letter 2

14.) Scholars and Peers Outside of University NAME

Enclosed Letters of Supports

- X1 Y1, POSITION, AFFILIATION.
- X2 Y2, POSITION, AFFILIATION.

PDF file for
External Support
Letter 1

PDF file for
External Support
Letter 2