



JOHN V. ROACH
HONORS COLLEGE



Honors College Tenure and Promotion Dossier Format

Each candidate for tenure or promotion in the John V. Roach Honors College (hereafter JVRHC) will compile a digital dossier in an online Box folder provided by the JVRHC Associate Dean.

Candidates submit materials in two stages.

End of spring semester

By May 15, the candidate will provide materials for external review.

Tenure-track/tenured faculty candidates will provide:

- Vita in TCU format
- Two-page, single-spaced statement articulating the candidate's research/creative agenda to date and plans for future research/creative activity, and
- Digital copies of all peer-reviewed publications or creative works (or a representative sampling if "all works" would be excessive), including
 - Published reviews of books, exhibitions, or performances, if available
 - For each co-authored work, a brief explanation of the candidate's contribution to the final product
 - For second or later editions of previous publications, a brief explanation of how the current edition differs from the previous edition

Professors of Professional Practice will provide:

- Vita in TCU format
- Two-page, single-spaced statement outlining the candidate's contributions and achievements in teaching, professional development, service to college, university, profession, and community, and student interaction, and
- Evidence of teaching excellence (cross-section of syllabi and other learning materials), professional development, service contributions, and student engagement

Early in fall semester

By early September (see Provost's annual Tenure and Promotion calendar for the specific date), the candidate will provide an updated and expanded dossier for internal review:

1. Updated vita in TCU format
2. Personal statement: Two-page (single-spaced) summary of the candidate's contributions in all areas of evaluation, as context for items 3-7

3. Teaching accomplishments
 - List (and dates) of all TCU courses taught, including theses supervised
 - SPOT scores and student comments for all TCU courses taught
 - Additional evidence of teaching effectiveness (for lists of potential items, see “Policy on Tenure and Promotion of Tenure-Track and Tenured Faculty” or “Policy on Appointment, Renewal, and Promotion of Professors of Professional Practice”)

4. Research and Creative Activity (not required for PPP promotions)
 - Updated two-page (single-spaced) statement articulating the candidate’s research/creative agenda to date and plans for future research/creative activity
 - Digital copies of all peer-reviewed publications or creative works (or a representative sampling if “all works” would be excessive), including
 - Published reviews of books, exhibitions, or performances, if available
 - [for review by Provost and University Advisory Committee, since they do not receive actual publications or creative works] For each co-authored work, a brief explanation of the candidate’s contribution to the final product
 - For second or later editions of previous publications, a brief explanation of how the current edition differs from the previous edition
 - External grants and contracts
 - Additional evidence of research or creative activity (for lists of potential items, see “Policy on Tenure and Promotion of Tenure-Track and Tenured Faculty” or “Policy on Appointment, Renewal, and Promotion of Professors of Professional Practice”)

5. Service Accomplishments
 - Statement of service accomplishments (for lists of potential items, see “Policy on Tenure and Promotion of Tenure-Track and Tenured Faculty” or “Policy on Appointment, Renewal, and Promotion of Professors of Professional Practice”)

6. Evidence of Student Interaction
 - Statement of student interaction beyond the classroom (e.g., academic advising, participation in extra-curricular activities, mentoring)

7. Evidence of Professional Development
 - Statement of professional development activities and achievements (for lists of potential items, see “Policy on Tenure and Promotion of Tenure-Track and Tenured Faculty” or “Policy on Appointment, Renewal, and Promotion of Professors of Professional Practice”)

8. Professional Ethics Statement
 - Statement indicating the candidate’s awareness of and adherence to the “Statement on Professional Ethics” in the *TCU Handbook for Faculty & Staff*

Completion of the candidate's dossier

After the candidate has added all of the above items to his/her dossier, the candidate will no longer have access to the designated Box folder. At that point, the JVRHC Dean or Associate Dean will upload additional items to the candidate's dossier as they become available:

- Dean's recommendation
- JVRHC Tenure and Promotion Committee (qua college advisory committee) recommendation
- Individual Review Committee (qua departmental tenured faculty and departmental advisory committee) recommendation
- Associate Dean (qua department chair) recommendation
- JVRHC "Policy on Tenure and Promotion of Tenure-Track and Tenured Faculty" or "Policy on Appointment, Renewal, and Promotion of Professors of Professional Practice," as appropriate
- Annual tenure progress letters (tenure candidates only)
- External evaluation letters