

Check List for Promotion and Tenure

Activity	Go to the Screen
General Information	
Credit for Prior Service	Permanent Data...attach credit document
Non-University Professional Experience	Academic, Government, Military and Professional Positions
Licenses, Registrations, and/or Certificates	Licensures and Certifications
Citations in Biographical Works	Publications and Other Intellectual Contributions...Contribution Type
Awards and Honors	Awards and Honors
Memberships in Academic, Professional and Scholarly Societies	Professional Memberships
Qualitative and Evaluative Comments on General Information	Narratives for Promotion and Tenure
Teaching	
Courses Taught	Scheduled Teaching; Non-Credit Instruction Taught
Teaching assignments Away from Home Campus	Scheduled Teaching
Master Degree Committee Memberships	Directed student Learning (e.g., theses, dissertations)
Theses Directed	Directed student Learning (e.g., theses, dissertations)
Contribution to Course and Curriculum Development	Publications and Other Intellectual Contributions...Contribution Type is Material Regarding New Courses/Curricula
Preparation of Instructional Media	Publications and Other Intellectual Contributions; Scheduled Teaching...Textbox toward bottom about "...new teaching material."
Experimentation and/or Research in Instructional Methods and Techniques	Scheduled Teaching...Textbox toward bottom about "...pedagogical innovations"
Institutes, Workshops, and Other Programs Attended	Faculty Development Activities Attended...field about Development in Teaching, Research or Service is equal to Teaching
Impact on Students	Narratives for Annual Faculty Review (Text box about Student Involvement and Success); Publications and Other Intellectual Contributions; Presentations; Artistic and Professional Performances and Exhibits (Emphasis is on student as author or presenter)
Student Advising	Academic Advising
Other Evidence of Teaching Effectiveness	Awards and Honors...Purpose is Teaching
Qualitative and Evaluative Comments on Teaching	Narratives for Promotion and Tenure
Research, Scholarly Activity, and/or Creative Endeavor	
Papers, Monographs, or Other Publications	Publications and Other Intellectual Contributions; Artistic and Professional Performances and Exhibits
Works in Progress	Publications and Other Intellectual Contributions

Juried or Invited Exhibitions or Performances; Other Exhibitions or Performances of creative Work	Artistic and Professional Performances and Exhibits
Reviews of Creative work	Narratives for Promotion and Tenure
Lectures, Papers, Creative Works Presented at Meetings or Other Educational Institutions	Presentations
Institutes, Workshops, and Other Programs Attended	Faculty Development Activities Attended...field about Development in Teaching, Research or Service is equal to Scholarship/Research
Scholarly Development	Licensures and Certifications; Faculty Development Activities Attended...Activity Type is Self-Study Program
Research and Creative Endeavor Grants and Awards Received	Contracts, Fellowships, Grants and Sponsored Research
Evidence of National or International Recognition	Awards and Honors...Purpose is Scholarship/Research; Publications and Other Intellectual Contributions...Contribution Type is Cited Research
Current research and/or Creative Endeavor Interests and Projects in Progress	Research Currently in Progress
Qualitative and Evaluative Comments on research, Scholarship, and Creative Endeavors	Narratives for Promotion and Tenure
Service	
University Service (Conducting Educational Studies/Investigations; Outreach; Board of Regents System; University-wide or College-wide; Departmental)	University; College; Department (Please use the appropriate Position/Role)
Other University service	Narratives for Promotion and Tenure
Offices Held in Academic, Professional, and Scholarly Societies	Professional memberships...must state the Leadership Position held
Public and/or Governmental Service Activities	Professional...Position/Role is other than "Reviewer"
Consulting Activities	Consulting
Community Service	Public
Qualitative and Evaluative Comments on Service	Narratives for Promotion and Tenure

THE PROMOTION AND/OR TENURE DOSSIER

Pittsburg State University Office of Academic Affairs

The promotion dossier summarizes the data presented to substantiate the candidate's case for promotion. The dossier represents both quantitative and qualitative data concerning the candidate's accomplishments and contributions to his or her own professional development, to his or her students, and to the academic community at Pittsburg State University since the last promotion.

The first part of the Dossier relates to a checklist of the steps through which a promotion and/or tenure dossier must pass as well as an outline of the actions taken on an individual's promotion and/or tenure application. The instructions for this part should assist in understanding these procedures and in processing promotion and/or tenure dossiers expeditiously. The second part of the Dossier presents a template to assist the candidate in determining the kind of information that should be presented and the format in which it should be reported.

Application and Signature pages

- Item 1: This item is for both Promotion and Tenure processes. Enter the last name first. The candidate is to sign the cover page prior to its submission to the Department Chair/School Director. **Make sure that all special conditions that apply to promotion and/or tenure have been fulfilled/met, if applicable.**
- Item 2: This item is for Tenure process only. Be certain to give the present and previous (if any) ranks.
- Item 3: This item is for Tenure process only. Provide information about your academic degrees.
- Item 4: This item is for Promotion process only. Give the proposed rank.
- Item 5: This item is for Promotion process only. Check the basis for nomination to indicate the primary basis for promotion.
- Item 6: This item is for both Promotion and Tenure processes. After the Department/School Promotion and/or Tenure Committee has completed its recommendations, the "is recommended" or "is not recommended" should be checked and the committee chairperson should sign in the appropriate place. A written justification of either support or non-support of the candidate is required. **Make sure that all special conditions that apply to promotion and/or tenure have been fulfilled/met, if applicable.**

- Item 7: This item is for both Promotion and Tenure processes. The Department/School Chair/Director will recommend or will not recommend the candidate. A written justification of either support or non-support of the candidate is required. (NOTE: Division of Library Services will mark this section N/A. The dossier is forwarded directly to the Dean of Learning Resources. The dossier is forwarded directly to the Dean of Learning Resources.) **Make sure that all special conditions that apply to promotion and/or tenure have been fulfilled/met, if applicable.**
- Item 8: This item is for both Promotion and Tenure processes. The appropriate Dean will recommend or not recommend, prepare a written justification for the recommendation, and sign in the appropriate place. **Make sure that all special conditions that apply to promotion and/or have been fulfilled/met, if applicable.**
- Item 9: This item is for Promotion process only. Following the College Promotion Committee vote, either “is recommended” or “is not recommended” should be checked and the committee chairperson should sign in the appropriate place. A written justification of either support or non-support of the candidate is required. **Make sure that all special conditions that apply to promotion have been fulfilled/met, if applicable.**
- Item 10: This item is for Promotion process only. The University Promotion Committee reviews the materials, votes to recommend or not to recommend, and checks the appropriate spaces in Item 10. The Committee Chairperson should sign in the proper place. A written justification is required. **Make sure that all special conditions that apply to promotion have been fulfilled/met, if applicable.**
- Item 11: This item is for both Promotion and Tenure processes. The Provost and Vice President for Academic Affairs will check the appropriate recommendation and prepare a written justification of the recommendation. The Provost and Vice President will sign Item 11. **Make sure that all special conditions that apply to promotion and/or tenure have been fulfilled/met, if applicable.**
- Item 12: This item is for both Promotion and Tenure processes. The President will record remarks and check the appropriate recommendation. The President will sign Item 12.

Promotion and/or Tenure Dossier

The promotion and/or tenure dossier represents the primary data base presented by the candidate in support of his/her candidacy for promotion and/or tenure. The dossier consists of both quantitative and qualitative aspects of a faculty member’s experience at PSU. The candidate will determine the content of this section of the dossier. The narrative portion of the dossier must be confined to no more than 20 pages with one inch side margins, and it must be printed in font no smaller than 12-point. In the upper right-hand corner of each page, type the last name of the candidate followed by the page number (e.g., DOE 5 of 10). Please refer to the “Instructions

for Submission of Tenure and Promotion Dossier” guide at the end of this document.

Electronic supporting documents can be digitally attached to the primary dossier as appendices while other supporting documents can be retained in the office of the Department Chair/School Director to be forwarded on request for higher levels of review. Faculty may choose either method for each supporting document. The comments below should assist candidates preparing a dossier to present comprehensive data to support their case.

This part of the document presents the factual and quantitative data to support their candidacy. Qualitative support material is appropriate and may be included where relevant in the sections set aside for such data. The candidate must endorse any changes that are made to the dossier after it has been submitted.

Candidates may not have entries for all categories listed in the areas of teaching, scholarly activity, and University and community service. Where little or no evidence exists to support contribution in a particular area, the area should not appear in the dossier. For example: “II. Teaching” (page 4), if a candidate had never served on a master degree committee (Item D) or directed a thesis (Item E) those items would be omitted and Item F, “Contribution to Course and Curriculum Development”, would be labeled “D”. The Activity Insight will automatically adjust labelling of the items.

Below is a list of all categories into which your data and activities have to be presented. Most of these data and activities will be pulled from the screens in Activity Insight and then appropriately placed in the document as described below under each category.

I. GENERAL INFORMATION

A. Credit for Prior Service

If credit toward promotion for prior service at another institution was granted upon the initial hiring, list the number of years of credit granted toward promotion or tenure.

(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Permanent Data. Attach relevant documentation in Permanent Data which, if applying for Tenure, can be digitally attached as one of the Appendices.)

B. Non-University Professional Experience

Non-University professional experience during the time of current rank should include academic appointments and industrial, business, and government positions. Appropriate non-university summer employment should also be noted in chronological order, beginning with the most recent experience. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled***

from the screen Academic, Government, Military, and Professional Positions).

C. Licenses, Registrations, and/or Certificates

Include dates and list the most recent first. *(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Licensures and Certifications).*

D. Citations in Biographical Works

(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Publications and Other Intellectual Contributions under Contribution Type).

E. Awards and Honors

Mention here research fellowships, grants, and sabbaticals in addition to the more traditional awards and honors. *(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Awards and Honors. Awards and honors for scholarship/research will appear in section III under Evidence of National or International Recognition).*

F. Memberships in Academic, Professional, and Scholarly Societies

(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Professional Memberships).

G. Qualitative and Evaluative Comments on General Information

Comments pointing out the relevance of non-university professional experience, summer employment, license, and membership in academic, professional, and scholarly societies should be made in this section. These remarks should be especially pertinent to professional development and master of subject matter. *(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Narratives for Tenure and/or Promotion).*

II. TEACHING

A. Courses Taught

Note all courses taught in the last three years or since the last promotion, whichever is preferred by the candidate. List teaching load in credit hours, or converted hours if more appropriate (explain), and number of preparations for the last three years or since the last promotion, whichever the candidate prefers. If a reduced teaching load has been approved due to an administrative or other specialized assignment, explain the nature of the reduced assignment. *(This information is pulled from the screen*

Scheduled Teaching; Do the “explain” part after you have generated the Promotion and Tenure report in Activity Insight and saved it for editing. Non-credit courses will also be pulled here from Non-Credit Instruction Taught.)

B. Teaching Assignments Away from Home Campus

(This information is pulled from the screen Scheduled Teaching)

C. Master Degree Committee Membership

Include information concerning the number of committees upon which you have served. Note those which you chaired. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Directed Student Learning).***

D. Theses Directed

List the students and the titles of their theses, and designate those that have been published or presented at conferences off campus with an asterisk. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Directed Student Learning).***

E. Contribution to Course and Curriculum Development

List each significant contribution for which you have been responsible in course and/or curriculum development at PSU. Provide a brief statement describing your contribution. Also describe new instructional or innovative classroom techniques or strategies that you have developed or employed, including the uses of new technologies. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Publications and Other Intellectual Contributions—Contribution Type here is material Regarding New Courses/Curricula).***

F. Preparation of Instructional Media

Textbooks, WEB-based course materials, laboratory manuals, videotapes, instructional films, tape/slide presentations, auto-tutorial modules, personalized self-instruction units, etc. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screens (i) Publications and Other Intellectual Contributions and (ii) Scheduled Teaching—textbox toward bottom about “...new teaching material”).***

G. Experimentation and/or Research in Instructional Methods and Techniques

Briefly describe the project(s) mentioning the hypothesis being tested or the purpose

of the investigation, the procedures utilized, number of students involved, and the results and outcomes of the work. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Scheduled Teaching in a text area about pedagogical innovations).***

H. Institutes, Workshops, and other Programs Attended

List professional development activities that would contribute to teaching effectiveness and/or subject mastery. These activities should be listed, the most recent first, by title, sponsoring agency, and date. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Faculty Development Activities Attended—the field Development in Teaching, Research, or Service is equal to Teaching).***

I. Impact on Students

Any recognition received from students that would indicate your impact upon them as an instructor. Include here student evaluations, alumni feedback, questionnaire results, performance on national achievement tests (GRE, State Boards, MCAT, etc.), “pre-post measures” of your own use, involvement of undergraduate and graduates students in scholarly/creative activities, success of students in competitions and in scholarly/creative activities, etc. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screens: Narratives for Annual Faculty Review under Student Involvement and Success; Publications and Other Intellectual Contributions with student as an author; Presentations with a student author; Artistic and Professional Performances and Exhibits with student involvement).***

J. Student Advisement

Provide data to show your advisement load each semester of the probationary period. It is proper to include the number of other students for whom you provided substantial guidance and advisement. You should include evidence of effective advisement of students on achieving academic and personal goals, including a semester by semester summary of the feedback received from the students using the department’s advisement survey instrument. ***(In the Promotion and/or Tenure report run within Activity Insight, this information is pulled from the screen Academic Advising).***

K. Other Evidence of Teaching Effectiveness

Note other data relevant to teaching effectiveness such as collegial evaluation, teaching awards, seminars or workshops led on teaching, etc. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Awards and Honors when the purpose is teaching. You may have to manually add some information as, for example, collegial evaluations OR***

remove information if it appeared under Awards and Honors in I. General Information).

L. Qualitative and Evaluative Comments on Teaching

Present qualitative statements intended to support various aspects of the teaching activity. Attendance at workshops and institutes should be supplemented by comments on how such attendance improved teaching or increased mastery of subject matter. Comments concerning authorship of instructional media and their quality are important. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Narratives for Tenure and/or Promotion).***

III. RESEARCH, SCHOLARLY ACTIVITY, AND/OR CREATIVE ENDEAVOR

A. Publications

(Copies of papers, monographs, and other publications may accompany the dossier if so desired by the candidate. Such materials will be returned to the candidate.)

1. Papers

Papers, research abstracts, and equivalent publications should be listed in this section. Standard bibliographic citations for the discipline should be used in listing publications. In the case of multiple authorship, the major contributing author should be indicated by an asterisk. If full joint authorship is the case, neither should carry the asterisk. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen (i) Publications and Other Intellectual Contributions and (ii) Artistic and Professional Performances and Exhibits).***

2. Monographs

Textbooks (if not included in Section II), anthologies, book reviews, monographs, etc. Popular magazine articles and other publications not relevant to the candidate's research, scholarly, or creative activity should be reported in Section IV. Use bibliographic citations as noted above in Section III. A. 1. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen (i) Publications and Other Intellectual Contributions and (ii) Artistic and Professional Performances and Exhibits).***

3. Other Publications

List in appropriate bibliographical format any other publications not included in categories A.1. or A.2. above. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screens (i) Publications***

and Other Intellectual Contributions and (ii) Artistic and Professional Performances and Exhibits).

4. Works in Progress

Publications of the type noted in III. A.1. and 3. that are in progress (in press, accepted and undergoing revision, or submitted) should be noted in this section. An indication of the status of the work should be noted for each entry. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Publications and Other Intellectual Contributions).***

B. Production or Exhibition of Creative Work

1. Juried or Invited Exhibitions or Performances

Indicate title, location and date of the exhibition or performance of the work produced or created. List the most recent first. Programs and exhibition brochures may be included in an appendix. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Artistic and Professional Performances and Exhibits).***

2. Other Exhibitions or Performances of Creative Work

Indicate title, location and date of the exhibition or performance of the work produced or created. List the most recent first. Programs and exhibition brochures may be included in an appendix. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Artistic and Professional Performances and Exhibits).***

3. Reviews of Creative Work

Include references or comments from critical reviews, peer reviews or other forms of adjudication that speak to the quality of created works. Copies of the complete reviews or adjudications may be included in an appendix. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Narratives for Tenure and/or Promotion).***

C. Lectures, Papers, Speeches, Performances or Exhibitions Presented at Meetings or Other Educational Institutions

Such presentations at institutions, conventions, workshops, symposia, etc., should be germane to one's discipline and reported using the following convention: title, meeting sponsoring agency, location, and date. Please list the most recent first.

Presentations not related to one's discipline or presented at an organization not related to one's discipline should be placed in Section IV. C. 3. (***In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Presentations***).

D. Institutes, Workshops, and other Programs Attended

List here professional development activities that contribute to research, scholarship, and/or creative endeavor. These activities should be listed, the most recent first, by title, sponsoring agency, and date. (***In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Faculty Development Activities Attended***).

E. Scholarly Development

List here the activities in which you have been engaged that improved your professional credentials. These should include such activities as self-study, completed coursework, earned degrees, sabbatical work, and the development of new teaching, research, performance or creative skills. (***In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen (i) Licensures and Certifications and (ii) Faculty Development Activities Attended—Activity Type is Self-Study Program. Please note that activities from the screen Licensures and Certifications are also pulled in I. General Information—C. Licenses, Registrations and/or Certificates. Please avoid duplication and edit your Report by choosing appropriate place for an activity.***

F. Research and Creative Endeavor Grants and Awards Received

Cite the grant or award received, the title of the research, the data, and any outcomes (the award of another research grant, publications, performances, exhibitions, patents, papers read, etc.). (***In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Contracts, Fellowships, Grants and Sponsored Research***).

G. Evidence of National or International Recognition

List, most recent first, the nature, source and date of the recognition. Where appropriate, provide a brief explanatory statement. Items appropriate to this category are citations of publications by other authors, service on national or international committees, performances or exhibitions in national or international venues, invited addresses to national or international meetings, listings in national or international biographies, etc. (***In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screens (i) Awards and Honors—Purpose is Scholarship/Research and (ii) Publications and Other Intellectual Contributions—Contribution Type is Cited Research***).

H. Current Research and/or Creative Endeavor Interests and Projects in Progress

List the major significant areas of research and/or creative endeavors and projects in progress. Provide brief statements summarizing the anticipated outcomes of each activity. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Research Currently in Progress).***

I. Qualitative and Evaluative Comments on Research and Creative Endeavors

In addition to the factual data in Items A through H, this section should carry qualitative statements intended to support aspects of research or scholarly activity. Comments concerning the value of workshops, institutes, etc., attended in regard to discipline competence and research or creative endeavor capability of the candidate are important. Statements by colleagues and recognized authorities in the candidate's field are welcome in this section. Remarks should be germane to the activity accomplished (e.g., venues of performance, critical reviews, journals in which published, co-authors, sponsoring agencies, number of citations of candidate's work, etc.). ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Narratives for Tenure and/or Promotion).***

IV. SERVICE

A. University Service

1. Conducting Educational Studies/Investigations

Indicate any special study and/or investigation you have conducted to support educational programs, curriculum development, course needs, etc. Indicate the title, date, purpose, extent of the study and the outcomes. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen University).***

2. Outreach

a. Major Outreach Programs with which the Nominee has been Associated

Include here a listing of major activities such as the offering of degree programs, or extended clusters or sequences of courses or workshops developed to address a particular audience or need. Indicate the nature and the degree of participation as organizer, coordinator, chairperson, lecturer, etc. Indicate the number of people reached by these activities. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen University).***

b. Sponsored Conferences, Workshops, etc.

List the principal conferences, schools, workshops, short courses, IDL courses, non-credit courses, workshops, conferences, and other organized outreach activities in which you participated. Indicate degree of participation as coordinator, chairperson, lecturer, etc., and the number of people reached by these activities. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen University).***

3. Board of Regents System

List here the Board of Regents system projects and statewide committees of which you have been a participant. Please list these activities, the most recent first, by committee title, date or dates, and a brief description of the activity. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen University).***

4. University-wide or College-wide

Include university-wide or college-wide committees on which the candidate has served. Please list these activities, the most recent first, by committee title, date or dates, and a brief description of the activity. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screens (i) University and (ii) College).***

5. Departmental

Include departmental activities or committees on which you have served. Please list these activities, the most recent first, by committee title, date or dates, and a brief description of the activity. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Department).***

6. Other University Service

List as noted in IV. A. 3. a. any other university service activities at PSU not included in the above categories. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Narratives for Tenure and/or Promotion).***

B. Professional Service

1. Offices held in Academic, Professional, and Scholarly Societies

Memberships in such societies were listed in Section I. Only offices in these societies (at any level) should be noted here. The candidate's involvement as an officer in the society should not be noted in both places. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Professional Memberships—must state the Leadership Position held).***

2. Public and/or Governmental Service Activities

List such activities as public offices, boards, committees and task forces. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Professional—Position/Role is other than Reviewer).***

3. Consulting Activities

Only consulting activities directly related to professional and/or scholarly area of expertise should be listed. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Consulting).***

C. Community Service Activities

It is fully recognized that a faculty member is often expected to take part in community affairs such as service organizations, public offices, religious and charitable organizations, youth organizations, etc. These may not be directly related to his or her scholarly or professional activities but they may promote the general welfare of the community and therefore they are a valid service contribution. List these activities, most recent first, giving the name of the organization, a brief description of the nature of the activity, and the dates of service. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Public).***

D. Qualitative and Evaluative Comments on Service

This section should carry evaluative comments concerning the candidate's contributions in service to the University, the profession, and the community. Remarks relevant to the mastery of subject matter and professional development can be made that would enhance a candidate's case. The emphasis should be upon presenting evidence of effective University citizenship. The faculty member should demonstrate that he or she contributes positively and cooperatively to assist the unit and the University to accomplish their goals and to maintain the academic integrity and viability of the institution. Additional statements to those made in IV. A. through

C. detailing how such experience on the part of the candidate contributes to one's value as a faculty member are quite appropriate. ***(In the Promotion and/or Tenure report run within Activity Insight, this information will be pulled from the screen Narratives for Tenure and/or Promotion).***

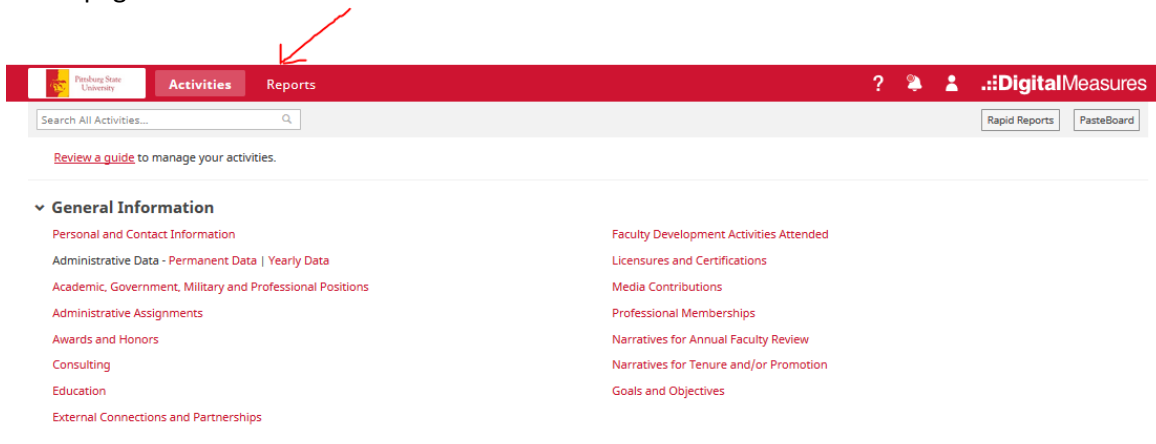
SAMPLE

Instructions for Submission of Tenure and Promotion Dossier

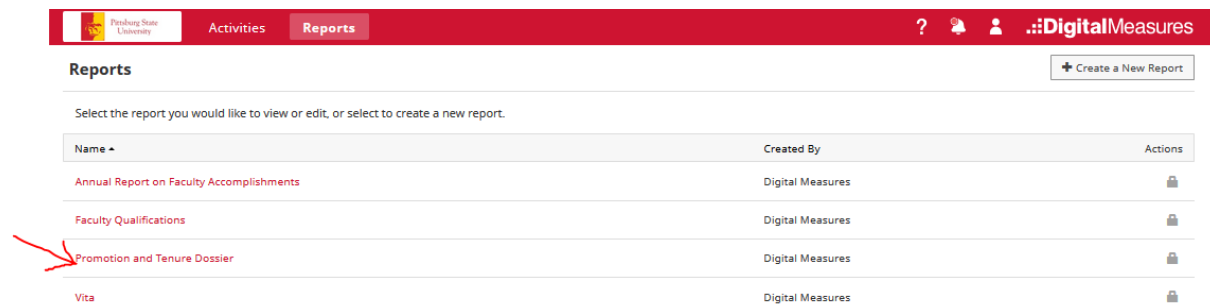
1. Log into Activity Insight through the GUS portal.



2. After you have entered all of your activities, click on the Reports button at the top left hand corner of the page.



3. Select Promotion and Tenure Dossier.



4. Make sure you enter the correct date range and the click on Run Report.

Run Promotion and Tenure Dossier
Download this report's template

1 Date Range

Start Date: August 01 2013
End Date: December 31 2018

2 File Format

File Format: Microsoft Word (.doc)
Changes made to the Microsoft Word document will not be reflected in the system.

Page Size: Letter

Run Report

5. Save the report as a Word document and edit as needed to create the final version of your report.

6. To submit your dossier, click on Submission of Reports.

Digital Measures

Search All Activities...

[Review a guide](#) to manage your activities.

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Narratives for Annual Faculty Review
- Narratives for Tenure and/or Promotion
- Goals and Objectives

Teaching

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Release Time

Research/Scholarship/Creative Endeavor

- Artistic and Professional Performances and Exhibits
- Contracts, Fellowships, Grants and Sponsored Research
- Publications and Other Intellectual Contributions
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress

Service

- Department
- College
- University
- Professional
- Public

Submission of Reports

- [Submission of Reports](#)

7. To upload your dossier, click on Add New Item, select Promotion and Tenure Report from the drop down menu, enter the date submitted, then click on choose file to browse to the file you want to submit. You can upload more than one file by clicking on the +Add button. Entering additional comments to your chair in the text box is optional.

Peabody State University

Activities

Reports

?

DigitalMeasures

Rapid Reports

PasteBoard

<

Edit Submission of Reports

Cancel

Save

Save + Add Another

Report to Submit

Date Submitted

.

Document

Upload your document here using the "store file" feature

No File Stored

Choose File...

Document

Upload your document here using the "store file" feature

No File Stored

Choose File...

Select the number of document rows to add:

1

Add

Additional Comments

8. Your chair will be able to access your uploaded dossier through Activity Insight and will then distribute to the relevant committee. Note: your chair will not receive an automated notification you have uploaded your dossier, so you may want to follow up with an e-mail informing your chair your dossier is now available in Activity Insight.