August 1, 2021

TO: Teaching/Extension/Research Department Heads

FROM: Tim Cross

SUBJECT: Promotion and Tenure Dossiers

As we begin to prepare for another year of promotion and tenure reviews, I wanted to share a few reminders to be sure we have complete and consistent dossiers.

- Timelines, presentations and other resources from the 2021 Promotion and Tenure Workshop are available on the Forms, Guidelines, and Reference Materials page of the UTIA Faculty and Staff Website: https://utia.tennessee.edu/promotion-and-tenure-resources/

- Each dossier should be composed of three PDF files.
  - File 1, including sections B through E, should be prepared by the candidate and must follow the dossier format as described in the Faculty Handbook.
  - File 2, Includes section A, and is prepared by the Department Head.
  - File 3, Includes sections F and G (Excluding the Deans Letter(s) and is also prepared by the department head.
  - https://facultyhandbook.utk.edu/

- The summary sheet, which should be the first page of File 2, is available at Summary Sheet P&T PDF

- One complete hard copy of each candidate dossier must be submitted to the appropriate Dean’s office (i.e., the Dean’s office that represents the responsible account for the candidate) by February 1. This printed copy should include the signature of the department head and the results of the College or Institute review committee’s vote on the summary sheet.

- Be sure all letters are on letterhead, signed, and dated. Also, ensure that all review forms and letters (performance review, retention review, and mid-cycle review) are complete, signed, and included as described in Section G.

Thanks for your hard work in guiding our promotion and tenure candidates through the review process.

C: Department Head Administrative Assistants
   Deans and Assistants
   TPPR Committee