

**Dewar College of Education
and Human Services
Pre-Tenure Dossier Checklist**

(Please see COE T&P Minimum Performance Guidelines for detailed descriptions)

Section I: T & P Overview

- Cover Page (do not hole-punch this document)
- Vita (do not hole-punch this document)

Section II- Evaluations of the Candidate by Review Committees and Administrators

- College tenure and promotion guidelines
- Annual Faculty Evaluations for each year under review
- Summarize accomplishment of annual goals and status of any recommended areas for improvement.

Section III: Teaching and Advising

1. Teaching

- List teaching load for the years under review and any reassigned time and purpose.
- Summaries of SOIs for years under review. Within these summaries, candidate describes how he/she has used information provided by SOIs to improve teaching.
- Evidence that course syllabi are in Dewar COEHS format
- Evidence of the use of course, program, and /or unit assessment data to inform teaching
- Additional evidence that demonstrates effective teaching (e.g., reflective practice, innovative teaching approaches, observation of classroom instruction, peer-review of online instruction, peer review of course artifacts, etc.)

2. Advising

- Summaries of student opinions of advising for years under review. Within these summaries, candidate describes how he/she has used information provided by student opinions of advising to improve advising.

- Documentation of participation in university or program orientation sessions

3. Course/ Program development and revisions

- Describe contributions to course and curriculum development, new course development, course revisions, revisions to assessments, etc.

4. Innovative approaches to teaching

- Describe teaching innovation(s).
- Explain how instructional innovations have positively impacted student learning/performance.

5. Impact on student achievement/performance

- Describe how teaching has impacted student performance (e.g., student awards, presentations, promotions, publications, and products).

6. Other Evidence (optional)

Section IV: Scholarship and Academic Achievement

- Chronological reference list (APA format) of refereed publications, include a copy of the publication(s)
- Chronological reference list (APA format) of other scholarly publications, include a copy of the publication(s)
- Chronological reference list (APA format) of papers/workshops/symposia presented at a variety of professional (local, state, regional, national, or international) conferences
- Other scholarly activity (e.g. grants, materials development)

Section V: Service

- University/College/Department: List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held).
- Community: List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held).
- Service to Profession: List of service activities during the present rank, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held).

Section VI: Professional Growth and Development

- Conference attendance. Describe how attendance has contributed to growth as a professional. Describe CEUs as a result, if appropriate.
- Documentation of University/College training programs (e.g., Wimba, course management programs, etc.) Describe how attendance has contributed to growth as a professional. Describe CEUs as a result, if appropriate.
- If applicable, additional degrees, coursework, certifications, licensure, etc. since date of hire
- Fee-based consulting and other service work; include documentation of University approval, if completed during the contract period.