

## DHS Tenure and Promotion

### Instructions for Electronic Submission of Tenure and/or Promotion Documents

Please use the following instructions for electronic submission of Tenure and Promotion documents for review by the DHS Executive Council. The electronic file should consist of four folders. The documents in each folder should be in the listed order and scanned as one document file on a jump drive (do not have separate files for documents in the folders). The creation of the electronic document composed of all folders as detailed below is the responsibility of the candidate. Refer to the DHS planning calendar for submission due date to the DHS Office.

#### Folder One:

1. Permission letter for review of documents
2. Completed Tenure and Promotion Application
3. Curriculum Vitae
4. Annual performance reviews - in reverse chronological order by year beginning with the most recent through the first year since last promotion.
5. Letters of support
6. Letters from external reviewers as specified by unit/DHS Tenure and Promotion Guidelines.
7. Additional supporting documents
8. Letters from the
  - a. Unit review committee
  - b. Department chair/program director
  - c. Associate Dean of School/Office/College

#### Folder Two: Teaching

1. Teaching Qualifications and Accomplishments
2. Courses Taught
3. Summarized Student Evaluations (use established template)
4. Evidence of teaching excellence

#### Folder Three: Scholarship

1. Evidence of Creative Scholarly Outcomes
2. Supporting documentation (e.g. copies of abstracts, journal articles, book chapters, presentations, etc.)

#### Folder Four: Service

1. Evidence of Service Activities
  - a. Unit, Division, University, Administrative
  - b. Professional
  - c. Community
2. Supporting documentation of service activities