

**P&T DOSSIER CONTENTS
AND NAMING CONVENTIONS
For
RETENTION, TENURE AND PROMOTION REVIEW
MONTANA STATE UNIVERSITY**

**EXACT NAMING CONVENTION MUST BE USED FOR ALL FOLDERS & FILES
DO NOT USE SPACES, PERIODS, or SYMBOLS IN NAMING**

MAIN FOLDER/DOSSIER: Candidate Name Review Level
(SmithJRetention) (SmithJTenure) (SmithJPromotion)

All Folders within the dossier folder: **Use exact naming convention for all folders and files.**

Numbers 01 – 12 are folders and the Cover Sheet, Vote Tally Sheet, and Role and Scope Document are files. The files will be at the bottom.

01ReviewDocuments [01-04 submitted by Department P&T Committee/Department]

02ExternalReviews

03InDepthAssessments

04InternalReviews

05AssignmentPerformance [05-12 submitted by Candidate + Signed Cover Sheet]

06CurriculumVitae

07PersonalStatement

08TeachingPerformance

09ResearchCreativeActivity

10Service

11ProfessionalDevelopment (only if required by Department Role & Scope)

12Appendix (a list only of available materials – do not put any other files in this folder)

Coversheet_CandidateName (Coversheet_SmithJ)

VoteTally_CandidateName (VoteTally_SmithJ)

RoleScopeDoc_DepartmentName - (RoleScopeDoc_PoliticalScience or abbreviate Department name.)

FOLDER CRITERIA:

01ReviewDocuments: These are provided by review committees and reviewing administrators.

02ExternalReviews: External Peer Reviews of research/creative activity. These are provided to the department review committee by external peer reviewers.

03InDepthAssessments: of teaching and/or outreach/public service. These are provided to the department review committee by internal or external reviewers as specified in the departmental Role & Scope document.

04InternalReviews: Internal Peer Reviews. These are provided to the department review committee by internal reviewers as specified in the departmental Role & Scope document.

05AssignmentPerformance: Candidate should include letter of hire, role statements and assignments, annual performance evaluations, and previous review documents.

06CurriculumVitae: The candidate's curriculum vitae.

07PersonalStatement: The candidate's self-evaluation/personal statement.

08Teaching: Materials indicative of teaching performance. Candidate should include course syllabi, student teacher evaluations, student advisor evaluations (if required), list of courses with enrollments, and any other documentation of performance in instruction and advising.

09ResearchCreativeActivity: Materials indicative of performance in research/creative activity. Candidate should include the set of materials sent to external reviewers and any other documentation of performance in research.

10Service: Materials indicative of performance in outreach/public service and service. Candidate should include documentation of service to the department, college, university, and the profession as well as documentation outreach and service to the public, if required.

11ProfessionalDevelopment: Documentation indicative of professional development if required by the departmental Role & Scope document.

12Appendix: Candidate should list any Supporting documentation provided under separate cover. These materials are retained in the Office of the College Dean. **No files are to be put in this folder except for a list of supporting documentation. CDs, books, and other large files should be forwarded physically.**

FOLDER & FILES NAMING CONVENTION

NO SPACES, PERIODS, OR SYMBOLS IN FILE AND FOLDER NAMES

** The preferred method for composing dossiers is to combine PDF files into 1 large PDF file. For example: The Research Folder would have just 1 file in it. This file would have a Table of Contents for the first page and then all research files would follow. This is done with the Adobe Acrobat Pro program. With this program you can open a PDF file and add more files to it. It is a simple procedure. We will be asking for this method for all dossiers in the next few years.**

01ReviewDocuments

(Optional: you can add the candidate's last name & first name initial to the files below.)

1aDeptCommLtr (1aDeptCommLtr_SmithJ or 1aDeptCommLtrSmithJ)

1bDeptHeadLtr

1cCollegeCommLtr

1dDeanLtr

1eUPTCltr

1fProvostLtr

1gPresidentLtr

02ExternalReviews

2aReviewerList (With note indicating which names provided by Candidate and which names provided by Department.)

2bReviewerLastNameFirstInitial (2bJohnsonL)

2c *Same naming convention for all reviewers.*

2d “

2e “

03InDepthAssessments

3aAbbreviatedTitle or description of what the file contains

3b “

04InternalReviews

4aReviewerLastNameMiddleInitial (4aPetersonH)

4b “

4c “

***If, due to level of review or departmental role & scope, some folders will not be used put this information in the folder title. Sample: No external reviews necessary for retention so the title for 02 folder will be “02ExternalReviewsNotApplicable”.

Faculty/Candidate Submits all Folders below:

05AssignmentPerformance

5aHireLetter

5bAnnualEval Year (5bAnnualEval2009)

5cAnnualEval Year

5dRetentionRev Year

Any other documents need to be titled in a descriptive manner and follow the numbering/lettering system.

06CurriculumVitae
6aCV_SmithJ

07PersonalStatement
7aPersonalStmnt_SmithJ

08TeachingPerformance
8aSummaryCourseEvals
8bTeachingStatement
8cTeachingAwards
Be sure any additional items are titled in a descriptive manner and follow the numbering/lettering system.

09ResearchCreativeActivity
9aPublicationList
9bResearchStatement
9cJournalArticles
9dBookChapters
Be sure any additional items are titled in a descriptive manner and follow the numbering/lettering system.

10Service
10aCommitteeList
10bPublicPresentations
Be sure any additional items are titled in a descriptive manner and follow the numbering/lettering system.

11ProfessionalDevelopment
Only if required by your departmental Role & Scope document
Be sure any items are titled in a descriptive manner and follow the numbering/lettering system.

12Appendix
12aAppendixList (only if you have appendix material) This folder should only have 1 file in it and that is a list of appendix material. All appendix material is kept at the College Dean level. Please have all CDs, books, and other large items forwarded physically as done previously. Do not copy CDs and other large items into your dossier. If any questions about this contact your Dean's office or the Provost office for clarification.