

Prior to compiling any materials READ Department and/or College Role and Scope.

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

DO NOT USE SPACES, PERIODS, or SYMBOLS IN NAMING

MAIN FOLDER/DOSSIER: Candidate Name Review Level
(SmithJohnRetention) (SmithJohnTenure) (SmithJohnPromotion)

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 (CoversheetSmithJ)

VoteTallyCandidateName (VoteTallySmithJ)

RoleScopeDoc_DepartmentName - (RoleScopeDoc_PoliticalScience or abbreviate Department name.)

FOLDER CRITERIA:

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

02ExternalReviews: External Peer Reviews. These are requested by the Department and provided to the review committees 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. (Retention 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 of 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.**