

College of Engineering
Suggested Items for Inclusion in
Faculty Promotion Dossiers¹

Listed below are suggested contents of a faculty promotion (or tenure) dossier. The *Academic Appointment Manual* contains detailed information about policies and procedures for faculty promotions.

At the department level:

1. Table of contents
2. Current *curriculum vitae* that includes:
 - a. list of publications, divided into (i) refereed archival (typically journal), and (ii) refereed conference articles. List all authors in the order they appear on the publication. Identify those publications that were submitted to the department for review.
 - b. list of other publications and lectures presented externally (indicate invited lectures, invited contributions, etc.)
 - c. list of courses taught each semester and number of students enrolled
 - d. (i) list of graduate field memberships
(ii) list of graduate students supervised, degree (M.Eng, MS, PhD), year awarded, and if co-supervised, name the co-advisor and indicate the primary advisor. For Ph.D. and M.S. students include thesis title.
(iii) list of current graduate students and if co-supervised, indicate the primary advisor and list co-advisors
 - e. summary of external funding, indicating approximate portion to candidate if co-P.I.
 - f. list of prestigious honors and awards
 - g. membership in and service to professional organizations
 - h. university leadership, service, committee assignments, administrative appointments within the department, college, or university. Include participation and leadership of diversity initiatives, outreach, cross-campus activities, mentoring, etc.
3. A statement from the candidate describing past and anticipated contributions to scholarship, teaching, and service.
4. Teaching evaluations and student opinion
 - a. sample letter of solicitation to undergraduate and graduate students
 - b. list of students whose views were solicited and how they were chosen
 - c. student letters received, with identification (undergraduate, MS, PhD, etc.)
 - d. course evaluations, with size of class, number of respondents, and comparison with department evaluation average
 - e. department chair's summary of course evaluations and student opinion
 - f. course syllabi, reading lists, handouts, non-print materials, problem sets, assignments, graded exams, student research papers, final projects, final grade distribution, examples of written feedback to students (*optional*)
 - g. Peer evaluation of the candidate's teaching (required for promotion to Associate Professor with tenure; strongly suggested for promotion to Full professor)

¹ Updated 6/6/2014 Alan Zehnder

5. Letters from ten to fifteen (10-15) established external scholars evaluating the candidate's academic performance and promise
 - a. list names of those solicited for letters, indicate those suggested by the candidate
and those selected by the department, indicate those that did not provide letters, and reasons (if given) for those that did not respond.
 - b. brief description of each referee's credentials
 - c. sample copy of solicitation letter that includes charge to referee and noting those publications sent for the referee's consideration
 - d. summary of any additional oral information sought from external referees

Solicited letters from tenured and untenured Cornell professorial staff should be included only if there is a specific need for internal letters. Inclusion of unsolicited letters, either external or internal, is discouraged.

6. Letter from the department chair or school director to the dean that summarizes:
 - a. candidate's role in the department and in allied departments or disciplines
 - b. candidate's teaching strengths and weaknesses
 - c. candidate's scholarly achievement and promise
 - d. departmental vote on promotion, including an explanation for abstentions and negative votes; if the chair's vote differs from the department's, the chair may attach a separate letter
 - e. clear reasons for early or late promotion, if applicable
7. Copies of all publications submitted as part of review

At the college level:

8. Letter of charge from the dean to the *ad hoc* committee or standing appointments committee
9. Report of *ad hoc* committee or standing appointments committee
10. Dean's letter of recommendation to the provost that:
 - a. evaluates the department's recommendation
 - b. evaluates the *ad hoc* committee's recommendation
 - c. explains early or late promotion, if appropriate
 - d. proposes an effective date for the promotion if the recommendation is positive
 - e. provides detailed evaluation if the department's or the *ad hoc* committee's recommendation is reversed