Application File Content Check

College of Arts and Sciences

Dear Rank / Tenure Applicants and Department Chairs,

This checklist combines information from La Sierra University’s *Faculty Handbook* (sections 3.3 & 3.4) and the College of Arts and Sciences *Promotion Guide*. The College has the right to request additional information / documentation beyond the University’s overall expectation (and to hold applicants to a higher standard). Documentation that is solely a CAS requirement is marked accordingly.

Two collections of documents should be submitted for each applicant:

* dossier, prepared by the faculty member
* accompanying documents, prepared by the department chair

The two collections may be submitted as a single file, preferably in the order listed below.

ACCOMPANYING DOCUMENTS (Chair’s Materials)

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|  | Department chair letter:  |
|  | evaluation relative to the criteria (university and school) |
|  | assessment / interpretation of evaluations of teaching, scholarship, & service |
|  | “provide orientation to special or unique features of … dossier”  |
|  | [*if relevant*] explanation of professional experience as substitute for teaching experience  |
|  | department faculty opinion on the candidate’s proposal (and department vote [*CAS requirement*]) |
|  | [*TENURE only*] Recommendation that tenure be granted or denied based upon: |
|  | Strength of the supporting documentation |
|  | Personal / professional development of the candidate |
|  | Opinion of department members |
|  | Candidate’s fulfillment of department and university objectives |
|  | Annual (triennial for tenured faculty) chair evaluations for the years under review  |
|  | Summative analysis of chair reviews, peer reviews and SEIs over review period (not “raw, undigested data”) |
|  | Annual faculty loads (actual, rather than planned) [*CAS requirement*] [NOTE: also included in Dossier] |
|  | [*if relevant*] Documents from chair of secondary appointment [*CAS requirement*] |
|  | [*if relevant*] Documents from Honors, University Studies, Service Learning [*CAS requirement*] |

DOSSIER

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|  | CAS Tenure & Promotion Application File Checklist (this document) |
|  | Cover sheet  |
|  | name |
|  | date of dossier submission |
|  | department |
|  | degrees & dates bestowed |
|  | present rank & date of appt to rank |
|  | request (promotion to rank and/or tenure) |
|  | years reviewed |
|  | [*TENURE only*] beginning date of tenure probationary period |
|  | [*TENURE only*; *if relevant*] beginning date / length of extension to probationary period |
|  | Personal statement showing philosophy and achievements, addressing: |
|  | teaching |
|  | scholarship |
|  | service |
|  | promotion criteria  |
|  | [*TENURE only*] faculty effectiveness |
|  | [*TENURE only*] commitment to University mission |
|  | Curriculum vitae (in university R&T format) |
|  | A copy of the original hire letter from the Dean |
|  | [*If relevant*]: copies of previous CAS Rank & Tenure letters |
|  | Annual Individualized Faculty Plans for the years under review [*CAS requirement*] |
|  | Annual Faculty Reports for the years under review [*CAS requirement*] |
|  | Annual faculty loads (actual, rather than planned) [*CAS requirement*] [NOTE: also included in Accompanying Documents] |
|  | Scholarly production  |
|  | complete list, itemized & chronological [*CAS requirement*] |
|  | copies of papers published for years under review  |
|  | copies of papers presented at international, national, and/or regional professional meetings |
|  | other scholarship appropriate to one’s discipline  |
|  | research / scholarship contributing to “pattern” (other papers; presentation aids; poster entries; encyclopedia entries, etc.) |
|  | letters of support for scholarship / creative activity from external colleagues, former students, relevant others (not duplicated elsewhere in dossier) [*CAS requirement*] |
|  | any additional evidence  |
|  | Service / academic management  |
|  | itemized, annotated, chronological list (dept., school, institutional, church, community) [*CAS requirement*] |
|  | representative documents from committee service, special assignments [*CAS requirement*] |
|  | letters / certificates for community talks, community service, church service [*CAS requirement*] |
|  | service-related grants [*CAS requirement*] |
|  | letters of support for service others (not duplicated elsewhere in dossier) [*CAS requirement*] |
|  | any additional evidence |
|  | Teaching evidence |
|  | annotated list of classes [*CAS requirement*] |
|  | sample syllabi |
|  | [*if relevant*]: grant proposals / grants received [*CAS requirement*] |
|  | letters of support for teaching (not duplicated elsewhere in dossier) [*CAS requirement*] |
|  | any additional evidence |
|  | Other useful materials (letters of support [internal & external] from colleagues, former students, Service Learning, University Studies, Honors, etc.) |