

DOSSIER PREPARATION GUIDELINES for PROMOTION to Professor, PROMOTION to Associate Professor & TENURE

*Note: All Promotion & Tenure materials must be submitted **electronically** to kenrick@njit.edu. A shared Google Drive is preferred.*

CONFIDENTIAL materials that will NOT be shared with the candidate:

*Complete dossiers should be submitted **electronically** by the Office of the Dean*

- Completed checklist of action items
- Department/Academic Unit P&T Form completed and reviewed by Department or Academic Unit P&T Committee
- (1) copy of the curriculum vitae
- Dean's form accompanied by dean's evaluation of candidate
- Letters of reference – please adhere to the following procedures:
 - Confidential letters should be solicited from those who can comment expertly on the candidate's teaching, service and scholarly activities. The Chairperson of the Department/Academic Unit P&T Committee in consultation with the members of the Department/Academic Unit P&T Committee shall jointly nominate six (6) outside reviewers in ranked order; and the faculty member being considered for promotion shall nominate their own six (6) outside reviewers in ranked order.
 - Should any reviewer decline, the Department/Academic Unit chair shall contact the next ranked candidate. If the declining reviewer is from the candidate's list, then the next reviewer on that list would be contacted; if the declining reviewer is from the department's or unit's list, then the next reviewer on that list would be contacted. If all decline, the process outlined above starts over to identify new reviewers, as necessary.
 - Reviewers shall not participate, consistent with potentially disqualifying conflicts of interest* as follows:

A reviewer is ineligible if:

- it involves an individual with whom the candidate has a personal relationship with, such as close relative, current or former collaborator; or former thesis advisor/student;
- they are employed at the candidate's current or most recent former employer; or
- they serve as a visiting committee member at the candidate's current employer.

*See https://www.nsf.gov/pubs/gpg/nsf04_23/appb.jsp

- Both lists should be submitted to the University P&T Committee along with the letters of reference. Include a copy of the letter(s) used to solicit the letters of recommendation along with the complete list of the people invited to complete an evaluation, regardless of whether or not they responded.
- Provide short descriptions of the credentials of each reference and indicate the reasons for the choice as a reference.

NON-CONFIDENTIAL materials:

To promote consistency in assessment by the University P&T Committee, the following reports will be provided to the candidate and the University P&T committee to establish mutual concurrence. **The Office of the Provost** will be responsible for requesting these reports, and in turn will submit final copies, approved by the candidates, to the University P&T Committee:

- ❖ An independent citation report for those under consideration for tenure and/or promotion will be provided through the NJIT University Library and supported with subject domain analysis from assigned faculty within the academic department. This report will include impact assessment and rankings (as available) for the journals.
- ❖ An independent research report for those under consideration for tenure and/or promotion will be provided through our Office of Sponsored Research Administration. OSR will provide a listing of research grants and the candidate's role and level of participation in each project.
- ❖ The Office of Graduate Studies will verify that the candidate actually performed the role of advisor or thesis committee member for any graduate students listed on the candidate's CV.
- ❖ The Office of Institutional Effectiveness will provide a report on candidate's teaching evaluations listing number of courses and sections taught; number of enrolled students; number of students completing the evaluations; and instructor evaluation scores as well as departmental, school/college, and university averages.

Candidate is responsible for the following:

(Material should be organized into clearly named [electronic] folders, i.e. "Teaching Portfolio", as per the outline given in sections A and B of this document)

NOTES:

- ❖ Please submit one folder containing essential material, supplemented by additional folders, if necessary. Label each folder clearly and **include a table of contents**.
- ❖ Each section should be clearly coded to the format listed in the following outline.
- ❖ **Please use the section numbering system developed in this outline – this will help the reviewers find all of the appropriate information).**

A. In addition to the Curriculum vitae, the following primary material is considered essential:

1. **Teaching Portfolio:** The portfolio should include the following:

- 1.1. A statement of personal philosophy regarding disciplinary and interdisciplinary education.
- 1.2. Identify and describe the three most important achievements in education of which the candidate is most proud.
- 1.3. A list, signed by the Chair or Dean, of all courses taught by the candidate. Provide the course syllabus for each.
- 1.4. Assessment of Teaching Effectiveness
 - 1.4.1. Student Evaluations
 - 1.4.1.1. An official departmental summary that provides:
 - The number of students registered in each course and the number of students submitting evaluations,

- A statistical summary of student evaluations of a candidate since his/her last promotion, separately for undergraduate and graduate courses, and
 - Samples of student comments both positive and negative.
 - 1.4.1.2. Originals of all student evaluations.
- 1.4.2. Results of alternate evaluation and assessment procedures (e.g., by mentors, peers, colleagues, Master Teachers).
- 1.4.3. A summary of how the evaluations have been considered in developing continuous improvement in the educational environment offered by the candidate.
- 1.5. Information about Curriculum Development
 - 1.5.1. A description of materials prepared for courses delivered via distance learning, and samples of the materials.
 - 1.5.2. Information on innovations in courses, teaching, learning and assessment. Provide samples of innovative course, curriculum and assessment materials.
 - 1.5.3. A list of all new courses proposed by the candidate and approved by the Committee on Academic Affairs. Include if, and how many times, the new courses were offered. Provide samples of new curriculum and course materials.
 - 1.5.4. A list of all courses taught in interdisciplinary modes and/or team teaching deliveries
- 1.6. Information pertinent for evaluation if the candidate is a member of a Rutgers-Newark/NJIT federated department.
- 1.7. Any additional material the candidate chooses to include.

2. Scholarly Activities

- 2.1. Provide a statement of research areas and goals, including involvement in interdisciplinary research.
- 2.2. Identify and describe the three research achievements of which the candidate is most proud.
- 2.3. Prepare material supplemental to the candidate's CV:
 - 2.3.1. Additional information on publications (expanded from what is submitted in the standard CV)
 - 2.3.1.1. Peer-review policies for each publication in which the candidate's work appears (suggest providing pages from each publication that describe the review process).
 - 2.3.1.2. Reviews/citations of published work.
 - 2.3.1.3. Additional scholarly publications that have been submitted and are under review.
 - 2.3.1.4. Scholarly contributions other than publications. If the candidate has written a book, then at least one independent review of the book should be submitted along with information on copies in print/sold and/or universities who have adopted the text.
 - 2.3.2. Additional information on funded grant activities (expanded from what is submitted in the standard CV).

- 2.3.2.1. Copies of the award letters from the funding agency, which usually address such issues as the amount of the award, duration, and the list of PI and CPIs on the project.
- 2.3.2.2. Clear description of the candidate's role in each grant activity.
- 2.3.2.3. Additional grant proposals under development (not yet submitted). Include title, colleagues involved, and candidate's role.
- 2.3.3. Additional information on supervisory roles:
 - 2.3.3.1. List all undergraduate and graduate students and post-docs that the candidate has supported and/or advised, including the dates and nature of the interaction.
 - 2.3.3.2. For thesis or dissertation candidates, indicate whether the role was as supervisor or member of the committee.
 - 2.3.3.3. Provide information about current career positions of former students.
- 2.3.4. List the research proposal review panels (including agency and program) on which the candidate has participated.
- 2.4. Identify industry contacts that the candidate has developed, and a description of the nature of the R&D or consulting activity.
- 2.5. Describe the candidate's involvement in international activities, including conferences, and connections with institutions and colleagues.
- 2.6. Any additional material the candidate chooses to include.

3. Service activities

The portfolio should include the following:

- 3.1. Important NJIT committee contributions, clearly identifying positions of leadership.
- 3.2. Contributions made while serving in an NJIT administrative position.
- 3.3. Contributions related to student engagement beyond the classroom and research environments.
- 3.4. Activities related to diversity on campus at NJIT.
- 3.5. Activities related to alumni engagement at NJIT.
- 3.6. Activities related to outreach and promotion of NJIT and its programs, and recruitment and retention at NJIT.
- 3.7. Letters attesting to service activities, including department, university, and professional society service.
- 3.8. Important service to the profession.
- 3.9. Any additional material the candidate chooses to include.

B. Additional supporting material considered helpful (examples cited below):

- 1. Copies of relevant pages of conference programs at which the candidate made a presentation or moderated a session.
- 2. Copies of publications.
- 3. Letters of invitation or appreciation to the candidate for speaking at conferences, visiting other campuses, participating in reviews or meetings, etc.
- 4. Reports of committees, especially those that the candidate chaired.
- 5. Additional material which testifies to the candidate's qualifications for the rank/tenure status recommended.

