

MID-TENURE REVIEW INSTRUCTIONS
Fogelman College of Business and Economics
Updated 1.21.25

January 21, 2025	Department Chairs are notified of faculty on schedule for mid-tenure review.
January 27, 2025	Candidates receive access to OneDrive folders to upload dossier.
February 28, 2025	Candidates dossier materials due to individual departments via OneDrive.
March 4, 2025	Department Committee and Department Chair are provided access to OneDrive folder.
March 21, 2025	Department Committee submits recommendation to Department Chair (via OneDrive folder).
March 31, 2025	Department Chair meet with applicant to discuss dossier and submits recommendation to the Dean (via OneDrive folder).
April 28, 2025	Required documents from candidates' dossier and recommendations of the Department Committee, Department Chair, and Dean submitted to Faculty Administrative Services.
	Dean will meet with candidates after reviewing dossiers.

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Mid-tenure Dossier Instructions

Mid-tenure dossiers are to be uploaded to OneDrive. Upload the required documents only; do not create extra folders within your dossier.

The Review Process

1. The applicant uploads the appropriate documents to the OneDrive folder. Follow the table of contents included in this document (below). When saving documents, be sure to use the numbering system that is provided. This will ensure that the documents appear in the correct order.
2. The Department T&P Committee and the Department Chair are granted access to the applicant dossier in OneDrive to begin review no later than the end of the first week of March.
3. The Department T&P Committee chair uploads 5.3 Mid-Tenure Evaluation Statement by Department no later than March 21, 2025. Committee chair notifies Department Chair that the statement has been uploaded.
4. The Department Chair meets with applicant to discuss dossier and uploads 5.4 Mid-Tenure Evaluation Statement no later than March 31, 2025.
5. The Department Chair meets with the applicant to discuss the dossier.
6. The Department Chair notifies the Dean's office that the department has completed its process, no later than March 31, 2025.
7. The Dean contacts applicant after reviewing dossiers, and submits required documents to Faculty Administrative Services, no later than April 28, 2025.

Additional Resources

1. Tenure and Promotion Forms are available on the [Provost's website](#).
 - a. [Appointment History Form](#)
 - b. [SETE Summary Form](#)
2. Your University CV is available on the Provost's website [here](#). You must use the University CV format. If you wish to provide your "personal" CV, you may do so in the Supplemental Documents (section 9.2).
3. Document numbering requirements are included in the table below.

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Document	Responsibility for Uploading	Comments
1.2 Appointment History Form	Applicant	Form is on Provost's site.
1.3 Timeline Adjustment Form	Applicant	Not everyone will have this.
1.4 Stop the Clock Form	Applicant	Not everyone will have this.
4.2 Initial Appointment Letter	Applicant	
4.1 University Curriculum Vitae	Applicant	Link to CV Platform
4.3 Annual Evaluation (as many 4.3's as needed)	Applicant	Annual Evaluations <ul style="list-style-type: none"> • Upload evaluations • 4.3.1 Year 1 • 4.3.2 Year 3 • Etc.
5.1 Mid-Tenure Evaluation Statement by Department Committee	Department Committee Chair	
5.2 Mid-Tenure Evaluation Statement by Department Chair	Department Chair	
5.3 Mid-Tenure Evaluation Statement by Dean	Dean	
6.1 Instruction – Brief Summary of Teaching Responsibility, Philosophy	Applicant	
6.2 SETE Summary Form	Applicant	From Provost's Website
6.3 Peer Evaluations of Teaching	Applicant	Only if Department provides them: do not solicit them.
6.4 Instruction-related Honors and Awards	Applicant	Upload a document that lists these honors and awards only. Do not attach copies of certificates, letter, etc.
6.5 Internal Instructional-related Grants	Applicant	
6.6 Internal Instructional-related Grants	Applicant	
6.6 External Instructional-related Grants and Contracts	Applicant	
7.1 Research, Scholarship, Creative Activity – Brief Summary of Accomplishments & Plans	Applicant	
7.5 Research-related honors awards	Applicant	Upload a document that lists these honors and awards only. Do not attach copies of certificates, letters, etc.

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7.6 Internal research, scholarship, or creative activity-related grants and contracts	Applicant	
7.7 External research, scholarship, or creative activity-related grants and contracts	Applicant	
8.1 Service, Outreach, Advising, Mentoring, Administration – Brief summary of responsibilities.	Applicant	
8.2 Service-related Honors and Awards	Applicant	Upload a document that list these honors and awards only. Do not attach copies of certificate letters, etc.
8.3 Service-related Grants	Applicants	
8.4 External Service-related Grants and Contracts	Applicants	
9.1 List of Supplemental Materials	Applicant	Unit-specific, include supplemental materials only if required by department or college promotion and tenure guidelines.
9.2 Supplemental Materials	Applicants	