

ATTACHMENT #1

Required Promotion and/or Tenure Dossier Template:

(Additional Items and Supplementary books should be submitted, only if requested.)

1. Letter of recommendation from Dean will include summaries of prior reports, evaluations of performance in research, teaching, service, and evaluation of probable future trajectory. Letters should clearly indicate candidate's intention to be considered for "Genuine Excellence" in scholarship, teaching, or both.
2. Letters of recommendation from first and second level committees evaluating the case, and from school directors/departments chairs (where relevant). Letter should include a roster of committee members at each level. Letters should clearly indicate candidate's intention to be considered for "Genuine Excellence" in scholarship, teaching, or both.

NOTE: Dean and committee letters should normally NOT quote directly from outside letters or cite referees by name, as opposed to summarizing content. Brief quotes (though not be named) can be included when important for the case.

3. External Review (Outside) Letters (minimum of 5):
 - a. This section should also contain the letter sent to the referees, and evidence of referee credentials.
 - b. Units may allow candidate to suggest up to 40% of the outside referees; they may also allow candidate to name one or two individuals to exclude; candidates in no case will see the final list of referees.
4. Candidate's statement(s) about teaching/mentoring and research, including future plans (not to exceed 8 pages).
5. Candidate's employment chronology, particularly at GMU to include: date of hire, date when appointed to a tenure track position and tenure and promotion dates, prior to full professorship.
6. Candidate's vita, to include clear evidence about research and scholarship.
 - a. Publications (peer and non-peer reviewed), including journal articles, books, book chapters, monographs, etc.
 - b. Sponsored research activity and grant and contract awards in support of research, creative activity, and professional practice.
 - c. Conference and other scholarly presentations (peer-reviewed and invited).
 - d. Artistic and professional performances and exhibits.

- e. Intellectual property, patents, and evidence of relevant entrepreneurial activities may also be provided for consideration toward promotion or tenure.
 - f. Other evidence indicating scholarly recognition and reputation.
7. The range of the candidate's teaching, learning, and mentoring should be highlighted. Evidentiary material for teaching effectiveness should include:
- a. Summary of student course evaluations (can include student comments, if reflective of the entire population of comments).
 - b. Peer evaluations and/or LAU head evaluations of course materials and/or classroom teaching.
 - c. When applicable, list of student projects, theses and dissertations supervised, completed and in progress (graduate and undergraduate, as chair and committee member).
 - d. Other evidence of teaching quality (select two):
 - (1) Syllabi, assignments, and other course materials
 - (2) Student learning assessment (e.g., feedback on student work, rubrics)
 - (3) Design, implementation and assessment of teaching innovations
 - (4) Engagement in curricular initiatives, including – but not limited to – participation in Mason's strategic initiatives (e.g., Mason Impact, OSCAR/Students as Scholars, Writing Intensive courses, Active Learning Classrooms, etc.)
 - (5) Online program, curricular, and course development, implementation, and assessment
 - e. The casebook may also include (if applicable):
 - (1) List of student projects, theses and dissertations completed and in progress (graduate and undergraduate, as chair and committee member)
 - (2) List of professional development activities that support student learning and teaching innovation (within and outside of Mason)
 - (3) Unsolicited letters from students, colleagues (within and outside of Mason), and alumni
 - (4) Examples of Scholarship of Teaching and Learning (SoTL) activities (can be included here or in the research section, depending on the nature of the contribution)
8. Other supporting evaluative materials (testimony about service or outreach, evidence of academic entrepreneurship, etc.) -- not to exceed 4 pages.
9. Valid Certificate of Completion for all required Compliance, Diversity and Ethics training.