

**TENURE and PROMOTION PROCESS –
THE ABBREVIATED FILE**

(Note: This should not be referred to as the adjunctive file, as the entire tenure/promotion file is considered adjunctive to the faculty member’s ongoing personnel file. See Article 11.§3.)

All materials submitted by faculty must be made available to the department tenure or promotion committee (DTC or DPC), and reviewed by the DTC, DPC, and the chair/director. The faculty member is required to submit the comprehensive file/portfolio. Subsequently, each department/school is required to create an abbreviated file (see details below). For the college level review, some colleges ask for both the comprehensive and abbreviated file, while others only request the abbreviated file. For review by the provost, only the material in the abbreviated file is forwarded for review. In all cases, the comprehensive file must be kept at the department level, should it be requested by the college or provost. As noted above, the department/school office creates the abbreviated file. **The abbreviated file must be in a file folder labeled with the person’s name, college, department, and type of review (2nd, 4th, 6th, or other mandated review). The material in the folder must contain the following items and in the sequence listed below (reverse chronological order).**

- ___ Cover sheet (part of the packet sent out to departments)
- ___ Checklist (a form that contains this section as well as sections for reviewers)
- ___ Letter from the Dean for current review
- ___ Letter from the Chair/Director for current review
- ___ Letter from the Department Tenure Committee for current review
- ___ Copies of all DTC, DPC, Chair/Director, and Dean letters from previous tenure reviews
- ___ Focused personal statement (if available)
- ___ Up-to-date curriculum vitae
- ___ Documentation:
 - ___ a. Summary of student ratings (should be comprehensive)
 - ___ b. Copy of student rating form (ICES form and, if applicable, pre-ICES form)
 - ___ c. Other material (e.g., student comments; materials addressing conditions from previous reviews; letters of recognition/awards; notification of grant/contracts)

At the end of the review process, the comprehensive file, less the materials removed for the abbreviated file, is returned to the faculty member. Only after tenure or promotion is granted are all abbreviated files returned to the faculty member (see Article 11.§3.3).

Should a faculty member wish to, s/he may submit both the comprehensive file and an additional abbreviated file, as long as the abbreviated file meets the above outlined format.