

III.D.8 Faculty Dossier for Promotion and Tenure

As part of the promotion and tenure process, each candidate will create a dossier for consideration by external reviewers, internal recommenders, and administrators. This section consists of recommendations for preparing the dossier.

Statement of Context

Faculty can include a Statement of Context. This statement may include expectations placed on a faculty member by circumstances extant at research stations or campuses, the requirement of joint-appointments, or other special circumstances. The Statement of Context can be up to two pages in length

Curriculum Vitae (CV)

The current CV submitted as part of a promotion or tenure dossier should include the following:

- (a) A description of the candidate's research and scholarly or creative activities, including a statement of the nature and significance of research, scholarship, or creative activities, including involvement of graduate students, undergraduate students, and postdoctoral fellows, impact of research on teaching, extension or service functions, and academic history, degrees, and dates.
- (b) A list of grant and contract support, including identification of principal investigators, granting agencies, periods, and funding of all awards. Unfunded proposals may be listed if accompanied by the reviewers' comments (in any case, the number of unfunded proposals may be indicated).
- (c) A complete list of publications with full citations, including abstracts, articles, book chapters, papers in conference proceedings, patents, and reviews; or creative activities including original scores, exhibits, performances, and works of art. In most disciplines, the distinction between refereed and non-refereed work should be indicated.
- (d) A list of consultancies, sabbatical leaves, and international collaborations, if applicable.
- (e) A list of invited and contributed presentations at national or international conferences and symposia, including dates, titles, and/or identifications of groups addressed.
- (f) Other supporting information, such as the number of citations of key publications (include period covered by the citations) or copies of reviews of exhibits or performances.
- (g) A description of service to the department, college, and university, and other institutions or firms.
- (h) A description of service to professional groups or associations.
- (i) A description of service to county or state governments, communities, or other societal groups.
- (j) A description of honors and awards, including teaching, research, or public service awards.
- (k) Other evidence of recognition, such as lectureships.

Statements and Portfolios of Accomplishments

WSU recognizes eight (8) workload categories: teaching, scholarship, service, Extension, clinical practice, Librarianship, administration, and other (see Section III.D.5, Criteria for Review of Faculty for definitions and expectations). Faculty are expected to prepare a brief statement or portfolio of accomplishments for each category of their appointment as part of their dossier for third-year, tenure, and promotion reviews. The teaching portfolio has specific guidelines outlined in the annual guidance memo from the Office of the Provost. The statements or portfolios in other areas may be submitted either as standalone documents (not to exceed two (2) pages per category) or as part of a single, unified statement (not to exceed eight (8) pages). The statement should both document key achievements and provide relevant context that helps reviewers understand the scope and conditions of a faculty member's work. This may include expectations associated with research stations or regional campuses, joint or split appointments, significant service or outreach commitments (including work with student groups), and broader circumstances such as the impacts of the COVID-19 pandemic or efforts related to access and opportunity.

Faculty are encouraged to organize their dossier into clearly designated portfolios according to their appointment. The teaching portfolio should present information and measurable outcomes that showcase a faculty member's philosophy, professional growth, and achievements in teaching. The scholarship statement or portfolio should highlight accomplishments in research, creative activity, and other scholarly contributions, while also noting any contextual factors that have influenced productivity or direction. The service statement or portfolio should clearly

describe contributions to the department, college, university, and profession, with attention to roles, responsibilities, and impact. The Extension or outreach statement or portfolio should highlight engagement with communities beyond the university, including extension work, partnerships, public scholarship, and other forms of applied or community-based activity. The Librarianship statement or portfolio should highlight achievements related to developing, maintaining, and teaching library services at WSU and communities across Washington State. Faculty with clinical practice, administrative, or other responsibilities in their appointments should clearly illustrate those contributions.

For more detailed information on constructing supporting materials for promotion and tenure, see the Provost's Guidelines for Promotion and Tenure, published annually (typically in spring) and posted on the provost's website. The format and uses of the portfolio will naturally vary depending on the workload category, department, and discipline. The outline provided in the Provost's Guidelines is meant to be an adaptable template, which can be modified for individual units or even individual faculty members.

Supporting Materials

Supporting materials should be submitted electronically as directed by the Office of the Provost. Digital Object Identifiers (DOIs) can be supplied with the CV for published works that are available electronically. If electronic versions or pictures are not available, supporting material may include books, slides, tapes, and other evidence (e.g., photographs, videotapes) of the candidate's teaching, research, scholarly, creative, and service activities. Such material should be assembled in an archive box and labeled with the candidate's name, department, and college, and added to the candidate's dossier at the beginning of the review process. Any materials that are submitted as part of a candidate's supporting documentation may become part of WSU's permanent record and may not be returned to the candidates. We strongly urge candidates to submit copies rather than originals.