

PREPARATION OF THE DOSSIER FOR FULL TIME PARTICIPATING FACULTY

To be delivered to the Office of the Provost by ([current year date](#)): two (2) packets (dossier) for each candidate. One (1) packet must contain original letters and original signatures on the "Proposal for Faculty Promotion/Tenure" form. *(Please note: If the "Proposal for Faculty Promotion/Tenure" form is reproduced for the other packet, it should be reproduced on yellow paper.)*

Review for promotion of participating faculty requires preparation of a dossier providing evidence that the individual has met criteria. Normally, full-time participating faculty will not be considered for promotion to associate rank until after their fifth year of employment at Marquette. Part-time participating faculty will not be considered for promotion to associate until after their 10th year of employment at Marquette.

Faculty Handbook sections 301.02, 302.01, 302.02 and 302.05 should be specifically reviewed in preparing a dossier for participating faculty.

Generally, the following is required: recommendations, curriculum vitae, teaching and service evidence, and letters of support from full-time faculty and others who can attest to the quality of the candidate's work. University criteria supersede college or department criteria. College or department criteria should be included in the dossier. The dossier for participating faculty must include the items noted in dossier checklist below.

- Possession of an earned doctorate or terminal degree is judged the same as it is for regular faculty in a given discipline.
- Teaching is to be judged the same as it is for regular faculty, with an explanation of standards used for other than classroom teaching, such as clinical teaching. Student evaluations and **reports of formal peer reviews are required.**
- Service is to be judged the same as it is for regular faculty, but with attention to roles and committees for participating faculty.
- Evidence of other contributions to the profession or discipline should be described, including publications, leadership in national or international organizations, and prestigious awards.
- The recommendation of the dean **and** the college/area committee **and** the department chair are required for the dossier to go forward to the Office of the Provost.
- The Provost will review the dossier and make a recommendation to the President. The University Committee does not review participating faculty dossier.

ORDER AND CHECKLIST OF MATERIALS TO BE INCLUDED IN DOSSIER:

DOSSIER CHECKLIST	
Key: R=Required O=Optional N=Not Requested	Case Type
Item	Participating
Cover Sheet	R
Local (Area/College) Committee Recommendation	R
Dean's Summary with Recommendation	R
Table of Contents and Persons who Prepared Dossier	R
Department or College Norms, if specified	R
Candidate Curriculum Vitae (current work first)	R
Department Chair's Summary	R
Third Year and Annual Reviews	O
Teaching Evaluation	R
Candidate Statement on Teaching	R
Scholarship Evaluation	O
Candidate's Program of Research	O
Service Evaluation	R
Faculty Letters	R
Student Letters	O
Letters of External Reviewers	O