Note to the candidate:

The committee is providing the following format guidelines so that the candidate’s dossier may be organized as closely as possible in accordance with the UD Faculty Handbook and ELI procedural requirements. Following these guidelines will result in a dossier that is readily accessible and easy to use for University personnel unfamiliar with the ELI, as well as for the committee and external professionals who will evaluate your materials. This will help to create a favorable impression and will make the process more efficient for all concerned.

Please organize your dossier in this manner, with correspondingly labeled and numbered tabs and sections. For each section, please create a mini-title cover-page with the section title and number, indicating what is in that section. If needed, also include a brief explanation. This is especially beneficial for external reviewers and others who may not be familiar with your particular work environment or procedures. When there is more than one document in a section, please number the documents for clarity and keep them facing front. Handwritten page numbers are acceptable. Keep the use of transparent sleeves to a minimum.

Please use the section wordings listed below. Notes to the candidate are written in italics and bracketed and are not meant to be included in the section wording. There will be some variation in sections and parts as noted, as each candidate seeks to build his or her most persuasive and professional case, based on individual strengths and work experience. (Note: I. 1.1, 2.0, 2.1 Peer Review vs. Promotion wording.)

It is our hope that the use of these guidelines will facilitate the process for all concerned.

ELI Promotion and Peer Review Committee:
Russ Mason, Janet Louise & Kathy Vodvarka

Cover Page

Table of Contents

I. INTRODUCTORY MATERIAL

1.0 Contents and Guidelines

1.1 Peer Review Notice from Director
[or copy of the on-line form: “Application for Tenure and/or Promotion” if candidate is initiating a request for promotion-see also 2.1]
1.2 ELI Promotion Policies and Procedures, March 18, 1998
[newer document revised January 20, 2005 is awaiting Provost’s approval.]
1.3 UD Faculty Handbook, Section 4: Faculty Appointments and Conditions of Employment [Including Non-tenure Track Faculty, Evaluation of Faculty, etc.]
1.4 UD Faculty Handbook, Dossier, Promotion and Tenure [Including Fac. P&T, Promotion Process Schedule, Min. Standards, Dossiers, etc. This was the old Section III, Part K—include for peer review or promotion.]
1.5 ELI Faculty Workload Agreement(s): old – Feb. 26, 1990, new – June 20, 2003 [Other documents may be added if desired, but these entries are required. Pertinent individual workload portions should appear in II. 1.1, 2.1, 3.1.]
2.0 Application for Peer Review [or Application for Promotion, as appropriate]

2.1 Candidate’s Letter Requesting Peer Review [response to the Directors letter of notice of peer review, or in the case of promotion, a one-sentence letter back-dated to time of application stating which guidelines the candidate wishes to use in this transition period.]

2.2 Curriculum Vitae

2.3 Candidate’s Statement [optional; however, candidate must give weighting percents to be used for the three areas. These must generally reflect overall workload over the years being evaluated.]

2.4 Professional References

2.5 List of Potential External Reviewers [same as submitted to the Director in March]

2.6 Student References [to be solicited and added at the ELI committee’s discretion and later removed before returning the dossier to the candidate at the conclusion of the process.]

3.0 Internal Recommendations [to be added to the dossier as it passes up the chain of command and later removed by the ELI committee before returning the dossier to the candidate at the conclusion of the process]

3.1 ELI Promotion and Peer Review Committee’s Recommendation

3.2 ELI Director’s Recommendation

3.3 CHEP Committee on Promotion and Tenure Recommendation

3.4 CHEP Dean’s Recommendation or Endorsement

3.5 University Committee’s Recommendation [This may be supplied by the provost.]

3.6 Provost’s Recommendation [Don’t include appeal materials in original dossier, e.g. Candidate’s Statem’t 4.2.]

4.0 External Recommendations

4.1 Letters of Evaluation from External Reviewers [ELI Committee: number seq’ly. and later remove before returning the dossier to the candidate at the conclusion of the process]

II. EVIDENTIAL MATERIALS

1.0 Teaching [For the following entries, candidates numbering may vary.]

1.1 Candidate’s Workload Agreement: Teaching Section [...this section only]

1.2 Director’s Annual Teaching Evaluations (optional) [...but recommended.]

1.3 Candidates Year-end Memo (optional) [Teaching section only.]

1.4 Professional Letters of Reference [to be solicited and added at the ELI committee’s discretion and later removed before returning the dossier to the candidate at the conclusion of the process.]
1.5 Student Letters of Reference (if applicable) [Public school teachers may omit. To be solicited and added at the ELI committee’s discretion and later removed before returning the dossier to the candidate at the conclusion of the process.]
1.6 Student Evaluations (if applicable) [Include computer statistical summary pages from all classes, all sessions, and all years under evaluation.]
1.7 Student Comments from Evaluations (if applicable) [Candidate should provide for only the three most recent years a representative sample-up to one third-of all complete sets of comments written by students. Provide a cover page with the rationale for candidate’s random choice of sets, e.g., every third session.]
1.8 Complete List of Courses Taught
1.9 Course Syllabi
1.10 Sample Teaching Materials
1.11 Presentations: Regional, National, and International [Per ELI Workload Agreement dated 6/20/03, from March 1, 2004 onward, professional presentations are to be subsumed under “Teaching”. All presentations given prior to that date will appear under “Scholarship”.]
1.12 Course Development [Once approved, the new ELI promotion document requires this and the following items marked by an asterisk.]
1.13 Advisement *
1.14 Student Testimonials *
1.15 Faculty Development and/or Mentoring *
1.16 Teaching of Non-ELI Courses (optional)

2.0 Scholarly & Creative Activities and/or Professional Development
[Note that under the new ELI peer review document, for some candidates, this section will be subsumed under “Teaching” and will appear as 1.11. However, for those who choose the “Summer Research Option” on their individual workload agreements, research, publications, etc.—but not presentations given after March 1, 2004—will appear under “Scholarship”.

2.1 Candidate’s Workload Agreement: Scholarly Section [...this section only]
2.2 Director’s Annual Evaluation of Scholarly & Creative Activities and/or Professional Development (optional) [...but recommended.]
2.3 Candidate’s Year-end Memo (optional) [Include only the pertinent section.]
2.4 Evidence of Scholarly Attainment [Use appropriate wording for content.]
[These and other materials included will depend upon the candidate’s case. See ELI Promotion Policies and Procedures 1/20/05 for more information.]

2.0 Service

3.1 Candidate’s Workload Agreement: Service Section [...this section only]
3.2 Director’s Annual Evaluation of Service (optional) [...but recommended.]
3.3 Candidate’s Year-end Memo (optional) [Service section only.]
3.4 Evidence of Service [See ELI Promotion Policies and Procedures 1/20/05 for
more information. Once approved, the new document suggests a number of examples which may demonstrate excellence such as committee leadership, special projects and assignments, holding office in professional organizations, community service, publications and performances, etc.]

4.0 Candidate’s Concluding Remarks