

College of Engineering and Computing

(Updated 3/2024)

Tenure and Promotions Cover Page & Checklist

This checklist is to aid in the review and submission of the Tenure and Promotions process. All documents should have all the elements listed below or include an explanation in the dossier. Ideally the individual PDFs will be merged into a single PDF, which will automatically have bookmarks to the needed sections. If you have questions about this checklist or other information pertaining to the Tenure and Promotions process, please contact Mark Weiss at weiss@fiu.edu.

Name of candidate:

Department:

Date:

Biographical Summary:

A brief, two or three-paragraph biographical summary that might include education, work experience, publications, external funding, etc. (written in third person format)
In PDF format, named such as 01_bio_candidatename.pdf

Curriculum Vitae:

- Presented according to the university format
- Publications listed are only works in print or accepted.
- Works accepted but not yet published, are indicated by “in press” (expected date of publication is included)
- All co-authored authors are listed as they appear in publication and indicate those that are students
- All other works that have not been accepted for publication are listed under “Works in Progress”
- Publications include impact factors or citations
- Grants are listed with full dollar amount and all PI and Co-PIs; PI grants separated and listed first.
- Highlight work since last promotion (i.e. use a line separator in appropriate places).
- In PDF format, named such as 02_bio_candidatename.pdf

Statement of Teaching/Research/Service:

- No more than six pages total (two pages each statement)
- Devoted to each of the three primary evaluation criteria: teaching, research, and service.
- In PDF format, ...

Department Policies:

- Department’s description of the tenure/promotion process.
- Copies of letters sent to Outside Reviewers requesting evaluation is included**
- Department Statement Describing Procedures Used to Evaluate Teaching
- Procedure Used to Solicit Letters of Evaluation
- All combined into a single PDF. Should be same for all candidates in any unit, ...

Chairperson’s Evaluation:

- Annual Assignment*
- Annual Evaluations*
- Tenure and/or Promotion Appraisals*
- All documents combined into a single PDF

Solicited Letters of Evaluation:

- Checkbox indicates whether candidate has access to view the letters
- Letters are from non-conflicted senior individuals at institutions that are in accordance with FIU’s mission and goals (see CEC T&P Dossier Expectations Document).
- Provide table with five columns: name, rank, affiliation of writers, and anything special about writer
- All documents combined into a single PDF – this part is prepared by candidate

Letters:

- Outside Reviewers response and CV are included.
- All letters and CVs are combined into a single PDF by the dept chair – this part might not be visible to candidate

Contributed Letters of Evaluation (*optional*):

- Up to three letters from FIU colleagues
- Up to three letters from prior mentors, co-authors, and any other individuals excluded from serving as external reviewers.
- These letters are not confidential, and are solicited by candidate.
- All documents combined into a single PDF

Teaching:

- List of courses taught at FIU and years in which they were taught.
- Description of candidate's use of student, peer, self-reflection to improve teaching
- Graduate Student Supervision
- Course, Curriculum Development Activities
- Student Evaluations
- Table summarizing the evaluations of the candidate's teaching for each year of the candidate's employment at FIU.
- Summaries of evaluations for each course, including student comments are included.
- Peer Evaluations of Teaching
- Other Teaching-Related Activities
- All teaching documents combined into a single PDF

Research/Scholarship/Creative Work/Community-Engaged Scholarship:

- Publications included
- Papers/Presentations at Meetings/Conferences
- Creative Work
- Research Grants/Contracts
- Community-Engaged Scholarship
- Patent Disclosures/Applications/Awards
- Technical Reports/Research Reports
- Works in Progress
- This should all be in Panther 180 and accurate, and obtainable from CV

Service:

- Professional Service
- Service to the Community or Public
- University Service
- This should all be in Panther 180 and accurate, and obtainable from CV

Awards and Honors

- Single PDF

Supportive Information

- Single PDF