

Senate PTR Committee Recommended Reappointment Dossier Guidelines  
**SPRING 2018**

**Preamble**

The Faculty Senate Promotion, Tenure and Reappointment Committee is composed of faculty from various academic units on the IU South Bend campus. The Faculty Senate PTR Committee decides Reappointment cases regarding faculty from all of the colleges and schools and the library on the IU South Bend campus. Each of the academic units has detailed guidelines on the content and number of tenure and promotion dossiers; thus, a wide variation exists across academic units on the recommended content and number of Reappointment dossiers each candidate should assemble. The Faculty Senate PTR Committee believes that uniform documentation in Reappointment dossiers would enable the faculty in the various academic units to represent themselves effectively and the Committee to review them fairly.

**Recommendation**

Therefore, the Senate PTR committee requests a single hard copy of Reappointment dossiers consisting of the only following documentation:

1. Recommendations from all previous levels of review, using the standard reappointment form.
2. Current Curriculum Vita.
3. The latest available Annual Report – The Senate PTR Committee often reviews the dossiers while the current Annual Reports are being prepared. Thus, the latest available Annual Report would generally be the one from the prior year.
4. The Dean and/or Chair's Evaluation of the latest available Annual Report.
5. The most recent year's student course evaluations as submitted with the annual report.
6. In case of a Recommendation for Reappointment with Reservations or a Recommendation against Reappointment at any level of review in the previous year, the dossier must include the previous year's reappointment forms and annual evaluation.
7. Additional information may also be requested.

Dossiers submitted to the Senate PTR committee containing any other information will be returned to the previous level of review. The dossier should then be resubmitted with only those elements 1-7 above.