

MCS Appointment and Tenure Policy: Description of Case Documentation

With the exception of the optional Appendix, the sections in the following Table of Contents must be included in the case documentation for an appointment, reappointment, promotion or a tenure decision. All sections must be included in the documentation, however sections which are “not applicable” should consist of a single page containing the section number, title and the words “Not Applicable.”

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 - C. Recommendations
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- Appendix (optional, use for any additional material)

The following material is to be included in the relevant sections of the case documentation.

I. Table of Contents

II. Departmental Report

Include:

- a. A descriptive synopsis of the candidate's teaching and other educational activities; research and other scholarly activities; and service.
- b. An assessment of the quality of the candidates achievements in each of the above categories.
- c. A description and evaluation of the role that the candidate is expected to fill in the department.
- d. Report on the departmental deliberation and vote on the case.

III. Departmental Signature Sheet

The departmental signature sheet should contain the following statement:

"The undersigned faculty members participated in the deliberation on the departmental recommendation regarding the [appointment/reappointment/promotion/tenure] decision concerning [name], and certify that the report of the department head truly reflects the decision made at the departmental meeting. These signatures do not indicate the approval or disapproval of the recommendation."

The signature sheet should contain the names of all members of the department who are eligible to vote. Any missing signature should be labeled as "not present", "not available" or "declined" to signify that a member of the department was not at the meeting, was at the meeting but is not available to sign the signature sheet, or has declined to certify that the report reflects the decision made at the departmental meeting.

IV. Curriculum Vitae (This should be prepared by the candidate.)

a. Personal Data

- i. Include educational record and all previous professional appointments.

b. Publication List

Include items such as

- i. Books
- ii. Papers published or accepted for publication in recognized journals or conference proceedings that employ the review process.
- iii. (Optional) Papers submitted for publication but not yet accepted.
- iv. (Optional) Un-referenced reports (with Government abstract number).

c. Information Reflecting the Candidates External Reputation

Include items such as

- i. Citations and awards
- ii. Invited talks at professional meetings and conferences, seminars and colloquia
- iii. Journal Editorship

- iv. Membership in and offices held in professional societies.
- v. Committee work outside the University
- vi. Consulting
- vii. Contract and grant support, including the funding that the candidate has had in the past, current funding and currently submitted proposals.
- viii. Reviews of publications and research proposals.

d. Service and Committee Work within the University

e. Contributions to Education

List items such as

- i. Courses and seminars taught by the candidate
- ii. Advising and mentoring of undergraduate students including a list of students
- iii. Graduate degree candidates and the postdoctoral collaborators. Include information on the candidates current and past Ph.D. students would be listed with the titles and dates (or expected dates) of their theses and (for past students) their present locations. Similar lists of M.S. students may also be appropriate in certain cases.

V. Education and Service Activities Statement *(This should be prepared by the candidate. This may be “not applicable” for initial appointments or for candidates not already at the University. It may also be “not applicable” for research-track cases.)*

Candidates should outline their educational and service activities and career goals. This may include discussion of the candidates contributions to: 1) the creation of teaching materials, e.g., textbooks, lecture notes, examinations, original laboratory exercises, examples of student projects; 2) course curriculum, and degree program development, 3) deeper insights into teaching and learning process, and effective responses to Carnegie Mellon’s permanent concern with quality education; and 4) the creation of sound, imaginative, and challenging teaching materials; design and implementation of educational technology. They may also include a discussion of other activities which serve the university community.

VI. Research Activities Statement *(This should be prepared by the candidate. This may be “not applicable” for initial appointments or for candidates not already at the University. It may also be “not applicable” for teaching-track and special-faculty cases.)*

Candidates should outline their research activities and career goals.

VII. Internal Letters of Recommendation

This section includes letters from current members of the Carnegie Mellon faculty. Subsection A includes a sample letter of request and Subsection B includes a list of all those from whom letters were requested.

- A. Sample Request Letter to Internal Referees’
- B. List of Internal Referees
- C. Recommendations

VIII. External Letters of Recommendation (*This may “not applicable” in teaching-track and special faculty cases. This is not required for reappointment at the Assistant Professor level.*)

This section includes letters from people outside Carnegie Mellon who are qualified to speak on the candidate's work. Information about both teaching and research should be requested. The letters requesting letters of recommendation and all related outgoing correspondence must have the prior approval of the Dean; copies of these letters of request, etc., should be included as subsection A. Subsection B should be a list of all those whom letters were requested with very brief statements on each, and an indication of which of these were proposed by the candidate, which by the department, and which by both.

- A. Sample Request Letter to External Referees.
- B. List of External Referees.
- C. Recommendations.

IX. Student Letters of Recommendations (*This may “not applicable” in research-track cases. This may be “not applicable” for initial appointments or for candidates not already at the University.*)

This section includes letters from students, past and present, undergraduate and graduate. The letters requesting these letters from students and all outgoing correspondence must have the prior approval of the Dean. Subsection A should include copies of these letters of request. Subsection B should contain a summary account of the criteria for selecting the students to be addressed, the number of requests made, and a list of the responding addressees. For the responding students, be sure to include an indication of the students who were proposed by the candidate, by the department, and by both. Students selected by the department should typically be randomly chosen from the students receiving passing grades in courses taught by the candidate. The letters of request to the students should contain the following paragraph:

“Your comments are very important to us in considering the case. They will become an important part of the written documentation that is reviewed by members of the department and by the college and university promotion committees for their recommendations. No one other than the participants in the promotion process will have access to your comments.”

- A. Sample Request Letters to Student Referees.
- B. List of Student Referees.
- C. Recommendations.

X. Faculty Course Evaluations (*This may “not applicable” in research-track cases. This may be “not applicable” for initial appointments or for candidates not already at the University.*)

Faculty Course Evaluations for review at the department level should be produced. Official Faculty Course evaluations will be prepared by the Dean's office and added to the case prior to transmittal to the Ad-Hoc committees.

XI. Appendix (optional)

- A. Any Additional evidence bearing on the quality of the candidate's teaching or research performance.
- B. A collection of supporting materials may also be put together that is not part of the case proper, but which could be used by committees. This includes reprints and preprints of articles, copies of books, lecture notes, etc.