

CHECKLIST OF REQUIRED ITEMS FOR TENURE/PROMOTION DOSSIER 2026

Required items for Candidate:

***Unless otherwise indicated, documentation should include information for each year of tenure-track review period, if applicable, or since last promotion.**

	Meeting with Department Chair- meet with Department Chair to discuss guidance on types of letters of recommendation to request on your behalf.
	Letters of Recommendation –Submit Letters of Recommendation contact information to Watermark@tntech.edu when prompted via email. Faculty should submit a minimum of three letters of recommendation and a maximum of ten. A minimum of four letters of recommendation by external evaluators is required for promotion to Full Professor. Letters will be requested by and returned to the Watermark email and shared with the Peer Committee Chair to upload to the workflow.
	Cover Sheet –Complete the cover sheet, which provides a summary of the candidate’s achievements.
	Faculty Progress Narrative – Complete faculty progress narrative, which provides a summary of the faculty member’s activities and key accomplishments (up to 5 pages in length).
	Curriculum Vitae – Include current Curriculum Vitae (CV). The CV should minimally include Education, Prior Teaching Experience, other Professional Experience, Presentations and Publications, Honors and Recognitions, Funding Endeavors/Status and Consulting and Professional Activities.
	Annual Goals and Planning (AGP)/ Agreement of Responsibilities (AOR) – Include AGPs/AORs – Upload AGPs/AORs from 2024 and prior. The AOR/AGP form outlines the various responsibilities and distribution of time allocated of the faculty member as mutually agreed upon by the faculty member and administrator to whom he/she immediately reports. <ul style="list-style-type: none"> • 2026 AGP (pulled from Watermark) • 2025 AGP (pulled from Watermark) • 2024 AGP (pulled from Watermark) • 2023 AGP • 2022 AOR • 2021 AOR
	Student Course Evaluations (IDEA) – Include Student Course Evaluations for all classes taught for the evaluation period. IDEAs are uploaded to the corresponding course within the Scheduled Teaching Screen in Watermark.

	<p>Grade Distribution Reports – Include for all classes taught for each year of tenure-track review period, or since last promotion (or for the last 5 years, whichever is shorter). A grade distribution report is automatically generated from within Watermark based on the Scheduled Teaching already populated from Banner.</p>
	<p>Faculty Annual Activity Report - Include Faculty Annual Activity Reports documenting activities and effort with respect to his/her current AGP/AOR Agreement on Responsibilities for each year of tenure-track review period; or since your last promotion (or for the last five years, whichever is shorter). This report is to be compiled for each academic year upon which you are evaluated for tenure and/or promotion.</p> <ul style="list-style-type: none"> • 2026 Faculty Annual Report (Watermark Report) • 2025 Faculty Annual Report (Watermark Report) • 2024 Faculty Annual Evaluation (Watermark Workflow Prior Submission) • 2023 Annual Activity Report (Printed Watermark-upload as PDF) • 2022 Annual Activity Report (Dep. Template-upload as PDF) • 2021 Annual Activity Report (Dep. Template-upload as PDF)
	<p>Annual Tenure Forms – Upload prior documentation from annual tenure reviews. Note: This will be a prior submission selection for 2024 & 2025 and file uploads for 2023 and prior.</p> <p>*Not required for Promotion-only candidates.</p>

Additional responsibilities for Committee Chair:

	<p>Letters of Recommendation – Upload all Letters of Recommendation as part of the workflow. Letters will be requested by and returned to the Watermark email and sent to the Committee Chair to upload.</p>
	<p>Report on Dossier- Review documentation submitted by the Candidate and create a Report on the Dossier to guide the Peer Committee review. The Report on Dossier will be uploaded by the Committee Chair as part of the Watermark workflow.</p>
	<p>Oversight of Peer Committee Review- the Committee Chair will oversee the Peer Committee meeting, send Qualtrics survey link to committee members, and upload summary of the Peer Recommendation and feedback in Watermark.</p>
	<p>Mentorship and guidance for Candidate- the Committee Chair should communicate and meet with Candidate throughout Dossier preparation, as needed, and collaborate with Watermark administrator to follow-up on outstanding Letters of Recommendation requests.</p>