**South Dakota School of Mines & Technology**

**Guidelines to Dossier Preparation for Advancement in Rank**

**Within the Lecturer Series**

**Updated Spring 2023**

This document provides guidance to Lecturer series faculty as they prepare their dossiers for consideration of advancement in rank. The dossier will Be submitted electronically as follows:

* A single PDF document containing a summary and narrative information for Divisions 1-3
* A single PDF for all annual evaluations titled "Division 4 Section A Annual Evaluations"
* A single PDF for all student surveys titled "Division 4 Section B Student Surveys"
* A single PDF for Division 4 supplemental information if desired, titled “Division 4 Section C”

It is recommended to use the guidelines document as a template in preparing Divisions 1-4. If using an alternate template, please ensure that heading styles are used for Divisions and Sections to facilitate navigation. Links to published materials, if available, may be submitted in lieu of the full publications.

Applicants must refer to their departmental expectations documents, university expectations documents, and BOR Policy [4.4.3](https://public.powerdms.com/SDRegents/documents/1726896) in preparing their dossiers. The dossier will be submitted to the candidate's immediate supervisor no later than October 5th. Please refer to BOR Policy [4.4.6](https://public.powerdms.com/SDRegents/documents/1726900) for information regarding minimum qualifications, eligibility, and procedures for advancement in rank within the Lecturer series.

**Important Dates:**

**September 1st Candidate may submit draft dossier content to immediate supervisor for feedback**

**October 5th Candidate submits final dossier to immediate supervisor**

**November 15th Dossier and Department Head’s evaluation submitted to the Provost’s Office**

**January 20th Non-Tenure Track Faculty Advisory Committee provides recommendations to President**

**April 1st Faculty notified of President’s recommendation**

**April 15th President’s recommendation due to BOR**

*April 15th If recommendation is to deny promotion, the candidate may submit a written request to the President for reasons for the recommendation. The President shall respond in writing within fifteen (15) working days.*

*May 15th If recommendation is to deny promotion, the candidate may file a written request for reconsideration to the President after the receipt of the President's reasons for denial of promotion.*

*June 1st If recommendation is to deny promotion, the President shall review the candidate’s request for reconsideration and will notify candidate of the final institutional recommendation that will be forwarded to the BOR.*

**June 1st Process complete**

# **Division 1: Letter of Transmittal**

The applicant’s Letter of Transmittal indicates the purpose of dossier, and clearly describes how the applicant has fulfilled their employment expectations (performance of teaching and advising, service, time in rank, etc., see BOR Policies [4.4.3](https://public.powerdms.com/SDRegents/documents/1726896) and [4.4.6](https://public.powerdms.com/SDRegents/documents/1726900)) and warrants consideration for advancement in rank. The relevant departmental expectations documents must also be included in Division 1.

This narrative should summarize all areas in the expectations document and should clearly articulate the most significant work in teaching, advising, and service and provide critical information not listed in the tables. It should speak to the impact and importance of the candidate's work to the discipline (s) and/or society and should provide a statement of vision of future activities and potential impact.

# **Division 2: Current Curriculum Vitae**

Include a current curriculum vitae in this section.

# **Division 3. Summary Information**

The dossier must contain clearly labeled bookmarks 1-6 corresponding to the sections indicated below.

## **Section 1. Background information:**

Name:

Department:

Date:

Academic rank and date granted:

## **Section 2. Purpose:**

*\*Check all that apply*

Advancement in Rank

From Instructor to Lecturer \_\_\_\_

From Lecturer to Senior Lecturer \_\_\_\_

Other (Please explain)

**For Sections 3 through 6, information should be arranged in reverse chronological order.**

## **Section 3. Effort Percentages and Evaluation:**

Listannual effort percentages of teaching and advising; and service from the time of the initial appointment or from the time of the last promotion, pursuant to BOR Policies [4.4.3](https://public.powerdms.com/SDRegents/documents/1726896) and [4.4.4](https://public.powerdms.com/SDRegents/documents/1726897). Percentages from relevant annual evaluation forms must be listed in a table indicating calendar year (for annual reviews covering 2015 and prior) and academic year (for reviews covering AY2015-16 and beyond).

#### **Table D3-3.1 Effort Percentages and Evaluation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Review Year | Teaching/Advising | | Research, scholarship, or creative activity | | Service | |
|  | % Effort | Evaluation | % Effort | Evaluation | % Effort | Evaluation |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## **Section 4. Teaching and Advising:**

See BOR Policy [4.4.3](https://public.powerdms.com/SDRegents/documents/1726896), the [South Dakota Mines Statement of Institutional Priorities for Faculty Performance](https://www.sdsmt.edu/Academics/Faculty/Docs/South-Dakota-Mines-Institutional-Priorities-for-Faculty-Performance/) (adopted Spring 2022), and Departmental Expectations document for examples of relevant contributions to teaching and advising.

#### **Teaching Narrative**

Provide a teaching narrative that provides a detailed description of contributions to teaching. Include information about delivery methods (e.g., synchronous or asynchronous distance delivery, hybrid, team-teaching, lab courses, courses with built-in labs, courses with projects, service-learning projects, etc.) as well as course design, pedagogical methods, and continuous improvement efforts. Example materials can be included in Appendix 4C Include a summary table (i.e., Table D3-4.1) of courses and relevant evaluations pertaining to teaching (from students, peers, chair, Small Group Instructional Diagnosis, etc.).

#### **Table D3-4.1 Courses Taught**

List all courses taught during the review period.

Note: only list cross-listed once and indicate effort (%) associated with team-taught courses. Specify "N/A" for IDEA scores if the course was not surveyed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year & Semester  YYYY FA, SP, or SU | Course  Prefix-Course#-Section# | Course Title, Credit Hours | # Students  (# student survey responses) | Raw (Adjusted) IDEA scores for "Excellent Teacher"  (5 pt. scale) | Raw (Adjusted) IDEA scores for "Excellent Course"  (5 pt. scale) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*\*Submit IDEA survey results in the Appendix (Division 5-part B). Please note this material is required for the dossier.*

#### **Table D3-4.2 Additional Teaching Activities**

Provide a table describing other teaching activities, teaching improvement, or related activities during the review period.

|  |  |  |
| --- | --- | --- |
| Dates | Course/Activity (teaching workshops, other teaching-related activities, guest lectures, design project advising, etc.) | Contributions |
|  |  |  |
|  |  |  |
|  |  |  |

#### **Table D3-4.3 Undergraduate and Graduate Advisees**

Provide a semester-by-semester listing of numbers of undergraduate and graduate advisees (if applicable) in the review period.

|  |  |  |
| --- | --- | --- |
| Semester  YYYY FA, SP, SU | Undergraduate Advisees | Graduate Advisees |
|  |  |  |
|  |  |  |
|  |  |  |

#### **Academic Advising**

Describe in paragraph form significant contributions to academic advisement, coordinating and/or advising students in minors or certificates, and other activities related to academic advising.

## **Section 5. Service:**

Provide a service narrative that describes contributions in the area of service. Explain how your service role has benefited your professional development, the department, the university, the discipline, and/or the community at large. Note leadership roles.

## **Section 6. Honors and Awards:**

List honors and awards received within the review period.

## **Division 4: Appendices**

#### **A. Evaluations**

(Required) Copies of all signed annual evaluation forms, including the summary/signature page from the Electronic Faculty Evaluation/PDP System, from the time of the initial appointment or from the time of the last promotion at South Dakota Mines. Include the current evaluation cycle parts A and B if available when the dossier is submitted. These annual evaluations must be arranged in reverse chronological order.

#### **B. Student Surveys**

(Required) Submit copies of IDEA or other institutionally sanctioned student opinion surveys (and others, if the candidate chooses) for all courses taught and surveyed at South Dakota Mines relevant to this timeframe. Include all individual student comments and the summative forms for each course.

#### **C. Other**

(Optional) Any pertinent ancillary documents related to the areas of teaching and advising, and service may be included.