

**Timeline for Tenure and Promotion Dossiers**  
Jacobs School of Music  
Spring 2015

**Resources:**

**Special Procedures in the School of Music for Tenure and Promotion Decisions**  
(updated March 2010; paper copy provided)

**Guidelines for Tenure and Promotion Dossiers**

Online

at: [http://www.indiana.edu/~vpfaa/docs/promotion\\_tenure\\_reappointment/pt-revised-review-guidelines.pdf](http://www.indiana.edu/~vpfaa/docs/promotion_tenure_reappointment/pt-revised-review-guidelines.pdf)

**Academic Guide for IUB**

Online at: <https://www.indiana.edu/~vpfaa/academicguide/> (Very long document: see Section E on Tenure and Promotion)

**Timeline for 2015:**

**February/March**

Candidate meets with department chair and Associate Dean for Instruction to discuss items A, B, and C below.

**Due Monday, April 6:**

Candidate submits to Office of the Associate Dean for Instruction:

- A. Current CV (12-15 pages; 20-page maximum). Please submit electronically. (See separate suggestions for CV format)
- B. A one-sentence statement (in writing) of the candidate's chosen area of excellence, usually research/creative activity, teaching, or balanced case. Department must agree with chosen area.
- C. List of candidate's choices for outside evaluators (5-6)
  - Check list with department chair
  - (1) Evaluators should have university connections or significant professional standing. Candidates for tenure should choose tenured professors and if possible full professors. Candidates for promotion to full professor should choose only tenured full professors.
  - (2) Department chair should contact each person to assure willingness to write.
  - (3) Candidate must provide e-mail addresses.
  - (4) Candidate must provide a short statement about each evaluator, indicating the standing of the individual in the field and the connection of the evaluator to the candidate. It is usually not appropriate to include the candidate's dissertation advisor or major teacher, or former colleagues and/or close

professional collaborators. These statements should be sent electronically to ADI.

- D. List of candidate's choices for student evaluation: no more than 8 names.
- (1) Student names should not include current students.
  - (2) Candidate must provide current e-mail addresses.
  - (3) It is not necessary to contact the students in advance unless you wish.
- E. List of candidate's choices for IU faculty outside the candidate's department (6-8) (optional).
- (1) Department chair should contact each person to assure willingness to write.
  - (2) Candidate must provide e-mail addresses.
  - (3) For tenure dossiers the choices should include tenured faculty and if possible full professors. For promotion to full professor the choices should include tenured full professors.
  - (4) If the candidate desires, the list could also include faculty who are not tenured and/or not full professors, or IU staff members, who have an important perspective on the candidate.

F. Items to send to outside evaluators.

Common items provided to outside evaluators include reprints of articles; Table of Contents and parts of books; pedagogical materials; recordings; scores of compositions or arrangements with accompanying sound sources; visual materials (e.g. scenic or costume designs); and videos of teaching or conducting.

Candidate must submit materials in electronic form (e.g., as a professional website or via IU's Box storage service). Check with ADI for other electronic formats. If evaluators request paper copies, candidate must provide paper copies for each person. JSoM pays postage for mailing.

**Due Monday, April 6:**

Department chair submits to Office of Associate Dean for Instruction:

- A. List of department faculty's choices for outside evaluators (5-6). Department faculty should meet to develop list; chair then submits list to ADI.
- (1) Evaluators should have university connections or significant professional standing. List for candidates for tenure should include only tenured full professors. List for candidates for promotion to full professor should include only full professors.
  - (2) Department chair should contact each person to assure willingness to write.
  - (3) Department chair must provide e-mail addresses.
  - (4) Department chair must provide a short statement about each evaluator, indicating the standing of the individual in the field and the connection of the evaluator to the candidate. Justification needs to be given if the candidate's dissertation advisor or major teacher, or a former colleague or close professional collaborator, is included. These statements should be sent electronically to ADI.

**April/May**

ADI sends out letters and materials and sends out reminders in **August**.

Candidate works on dossier. Candidate should provide a summer contact (address, e-mail, phone) to the ADI in case questions arise.

**Tuesday, September 1**

**Complete dossier is due electronically. Department chair must be ready to approve and route dossier by this date.**

**Starting September 1**

Electronic dossier is reviewed by the department for an exact vote on each area and an overall recommendation. Department chair writes departmental summary and separate chair's letter (tenure letter due by Monday, September 21; promotion letter by Monday, September 28).

**Starting September 21:**

Electronic dossier is reviewed by the School Committee for an exact vote on each area and an overall recommendation. Chair writes letter from the Committee: tenure letter due by Friday, October 16; promotion letter by Friday, October 30.

**October 20:** Electronic dossier is reviewed by the Dean of the School for a recommendation.

**October 30:** Tenure dossiers routed to the Vice Provost for Faculty and Academic Affairs (VPFAA).

**November 13:** Promotion dossiers routed to the Vice Provost for Faculty and Academic Affairs (VPFAA).

**2016:****January/March**

Dossier is reviewed by the Campus Committee, the VPFAA, the Provost, and the President.

**April**

The Board of Trustees meets; the candidate is notified of the results.