

# **Pharmaceutical Sciences**

## **Format Guideline for Promotion and/or Tenure Dossier**

This document guides the faculty candidates in preparing a dossier for internal and external reviews. For internal review, the dossier consists of a narrative and supporting documents in appendices. For external review, only the narrative and the candidates' CV are used. Faculty candidates should regard this document as a guideline and not standards for preparation of their dossier. It is the responsibility of candidates to present the most persuasive case for their promotion and/or tenure.

### **General Information**

1. Education History: Starting with the most recent, provide institutions attended and degrees earned. Also include any licenses and certifications.
2. Work History: Starting with the most recent, provide academic and non-

5. Advising/mentoring: Please list your role for advising/mentoring undergraduate, graduate, and postdoctoral trainees.
6. Teaching Evaluations: Please provide evaluative data (from students, peers, and/or self) in the Appendix. You may also summarize and comment on the data in the narrative section.
7. Teaching Honors and Awards
8. Teaching Scholarship: Any peer-reviewed teaching and/or learning activity, such as publications in teaching journals and books, may be listed here.

## **Research**

Summarize (in less than one page) your research contributions concentrating on your longitudinal research program goals and productivity. A brief outline of grantsmanship

- Extramural
  - Intramural
2. Non-Funded Proposals
- Extramural
  - Intramural

### **Patents, Licenses, and Copyrights**

For patents, please include patent numbers, US Patent and Trademark Office (PTO) Submission numbers with date, and co-holders and percent of ownership, if applicable. For licenses and copyrights, please include numbers and dates of issue.

### **Invited Presentations**

For each presentation list title of presentation, name of meeting and/or sponsoring organization, location, and date.

### **Service**

In less than a page, summarize the significance of your academic, professional, and/or administrative services.

1. **Academic Services**

Summarize in tabular format general academic service responsibilities including committee assignments and accomplishments in the following areas:

- Service to TTU School of Pharmacy
- Service to TTUHSC
- Service to other academic institutions before joining TTUHSC.

2. **Professional Services**

Summarize in tabular format your professional services including contributions to scholarly and professional organizations, manuscript and grant application reviews, editorial advisory boards, and continuing education programs.

3. **Administrative Service (Dean, Associate Deans, Chair, Vice-Chair, and Director of Graduate Program)**

Describe your administrative responsibilities and accomplishments in each of the programmatic areas for which you hold major responsibility.

4. **Consulting Services:**

Please list company, location, dates, and subject of your consulting activities.

## **Appendices**

Additional documentation of all performance areas may be included in the Appendices to