**COVER SHEET**

**CANDIDATE'S DOSSIER**

**RETENTION, TENURE AND PROMOTION REVIEW**

Academic Year \_\_\_\_\_\_\_

Name (last, first, middle):

Department:

College:

Current Academic Rank:

|  |  |  |  |
| --- | --- | --- | --- |
| Date of tenurable appointment: | mm/dd/yyyy | Years granted toward tenure (if any): | mm/dd/yyyy |
| Date of tenure (if applicable): | mm/dd/yyyy | Date of last promotion (if any): | mm/dd/yyyy |

Current Distribution of Responsibilities:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Teaching: | \_\_% | Scholarship: | \_\_% | Service: | \_\_% |
| Other: | \_\_% | *Specify Other*: | | | |

Special Conditions (credit toward tenure, tenure extensions, etc.):

I request that this dossier be reviewed to document my qualifications for (check all that apply):

Retention Tenure Promotion to Rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Retention and Tenure candidates, if date indicated differs from the Role and Scope in effect on first day of employment, complete the Role and Scope Choice Agreement on the next page.

Role and Scope date: \_\_\_\_\_\_\_\_\_\_

If using Role and Scope document older than 2019, indicate Area of Emphasis (check one):

Teaching Research Service (professional practice appointments only)

Candidate Signature: Date:

Logo

Description automatically generated

Role and Scope Choice Agreement

The candidate has requested that they be reviewed under the revised role and scope document as indicated on the candidate’s dossier cover sheet rather than the role and scope document required under the MSU Faculty Handbook.

The Primary Review Committee and Primary Review Administrator have no objection to using the indicated role and scope document.

The candidate agrees that if they are not granted promotion/tenure, they waive the right to use the revised role and scope document as grounds for procedural error in any grievance that may be filed forthwith.

Candidate Printed Name Candidate Signature

Primary Review Administrator Printed Name Primary Review Administrator Signature

Primary Review Committee Chair Printed Name Primary Review Committee Chair Signature