



Office of Research

UNIVERSITY OF GEORGIA

Dossier for Promotion of Research Scientists

The purpose of the dossier is to present evidence of the candidate's qualifications for promotion. It should be prepared in a concise manner. Include only summaries in the dossier. The candidate for promotion should also document his/her most important achievements (see Section 3) and may include a maximum of five exhibits with the dossier to provide detailed evidence of these achievements. The contents and organization of the dossier are described below.

Section 1: Research Scientist Promotion Summary Sheet

Use the Recommendation for Promotion Form specific for Research Scientists and other non-tenure track positions available on the Faculty Affairs web site. The deadline announcement posted for the current review cycle should contain a direct link to the appropriate form.

Section 2: Cover Letter for Promotion

Summarize the evidence supporting the candidate's promotion. Include the information specified below. The cover letter shall be the principal letter of evaluation from the promotion unit.

- A. *Background.* List the candidate's research, creative activities, and efforts in research administration and service since appointment or promotion to the presently held rank. Use the Statement of Roles & Responsibilities to guide the emphasis on particular areas.
- B. *Generalizations About the Candidate's Achievements.* Make generalizations about the candidate's professional accomplishments in areas related to the position. Anchor these generalizations with cross-references to the pages of the dossier and the exhibits where the evidence is presented.
- C. *Assessment of the Candidate's Stature.* Make generalizations about the candidate's regional, national, or international stature among those of his or her specialty and time within the discipline. Again, anchor these generalizations with cross-references to the pages in the dossier and the exhibits where the evidence is presented.

Section 3: Roles and Responsibilities

The Statement of Roles & Responsibilities that details the candidate's current roles and responsibilities must be included. Changes or significant shifts in roles and responsibilities during the period covered by the evaluation should be identified.

Section 4: Vitae

Itemize the candidate's professional activities and attainments as described in these guidelines and relevant to the Statement of Roles & Responsibilities. Identify with an asterisk to the left of the entry those publications, presentations, media, exhibitions, performances, or other accomplishments that are of national or international standing. The candidate should add to the end of the vita no more than two pages of description of the candidate's major accomplishments, assessing the impact of each.

Section 5: Achievements

Describe and document the candidate's achievements since appointment or promotion to present rank in relation to the criteria in these guidelines and the Statement of Roles & Responsibilities. Include data and information summaries where appropriate. Achievements sufficiently documented in Section 3 are preferably referenced by page number rather than duplicated in Section 4.

Section 6: Annual Evaluations

The dossier must include annual evaluations of the candidate's performance since initial appointment or most recent promotion at the University of Georgia. These annual evaluations detail the candidate's performance during the period under review and should summarize performance based on the candidate's roles and responsibilities.

Section 7: External Evaluations

Obtain the specified number of letters (section 5.3 of the guidelines) from external assessors who can provide a critical, detailed evaluation of the candidate's work. Briefly state the qualifications for each person evaluating the candidate. Provide the external assessors with the candidate's Statement of Roles & Responsibilities, curriculum vitae, and examples of the candidate's best scholarly works and accomplishments. Obtain letters from disinterested individuals who know the candidate professionally and who are able to judge the candidate's reputation and relative status in the field. Do not solicit letters from the candidate's former major professor, former students, close associates, or friends. Request a critical evaluation of the candidate's performance and quality of scholastic achievements; do not solicit supporting letters or personal references. Do not contact anyone the candidate has declared a non-assessor. Make all letters received a part of the candidate's promotion file. Appendix C presents a sample letter format requesting a recommendation for promotion. If necessary, substitute a verbatim transcript of a telephone conversation in lieu of a letter.