

# **Promotion and Tenure Review: Credential File Preparation**

## **Dean Responsibilities and General Information**

### **Certification of File Accuracy**

The Dean ensures that all items on the chair/director's list have been properly addressed. (Refer to *Chair/ Director Responsibilities*, *Order of Contents for Promotion and Tenure Credential Files* and *Guidelines for Soliciting External Reviews*. See also *Candidate Responsibilities*.)

### **Evaluation Content and Function**

The Dean's review should be evaluative, rather than descriptive, and should be independent of the Chair/Director's statements.

The Dean should state a clear position on tenure/promotion and provide support for that position.

The Dean should anticipate and address questions that are likely to be raised by the Provost's review (e.g., justification for early review, changes in career goals).