PROMOTION AND/OR TENURE DOSSIER CHECKLIST

Please verify that all items listed are included by placing an “X” or “NA” on each line

Note: Items are labeled to reflect their folder/file locations per the Visual Guide list, which results in sometimes having two consecutive letters A. or B. or C. below.

Sign and submit this form as Pages 3-4 only in the paper copy of the dossier.

<table>
<thead>
<tr>
<th>Paper Copy</th>
<th>Electronic Copy</th>
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**Recommendation Signature Page (page 1)**
- All appropriate signatures included
- All votes (before and after appeals)

**Appointment History Form (page 2)**
- Form is completely filled out, including five-year appointment history table
- Explanation (as an addendum) of variations from original appointment

**I. Appointment Folder**
- A. Initial letter of appointment
- B. Mid-probationary review (for those seeking tenure and/or promotion to associate professor)
- C. Provost’s approval letter for extension of probationary period (if applicable)
- D. Post-tenure review letter (if applicable)

**II. Department Folder**
- A. Department summary of procedures
- B. Department P&T guidelines
- C. Department P&T Committee summary, evaluation, recommendation, votes before and after appeal/rebuttal hearings
- C. Chair summary letter, recommendation
- C. Division Director letter, recommendation (if applicable)
- D. Collected comments from tenured members of a department or school/college (if applicable)
- E. Handouts/votes from appeal/rebuttal meetings (if applicable)
- F. Letters re joint appointments, core/courtesy (if applicable)

**III. College-School Folder**
- A. College/School P&T Committee summary, procedures, evaluation, votes and recommendation before and after appeal/rebuttal meetings (if applicable)
- B. Handouts from appeal/rebuttal meetings (if applicable)
- C. Dean’s letter and recommendation
### IV. Complete CV Folder

**Complete CV**

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### V. Teaching/Scholarship of Teaching Folder

**A. Teaching responsibilities, achievements, philosophy, etc.**

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**B. Course evaluation table**

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**C. Summary and evaluation of student advising**

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**D. Peer reviews (maximum 4 letters)**

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**E. Summary of involvement in campus-wide teaching initiatives (if applicable)**

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**F. Extension activities (if applicable)**

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### VI. Research-Scholarship Folder

**A. Statement of scholarly accomplishments**

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**B. Bibliographic list of publications, including protocol for listing authors and contribution to joint authored works**

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**C. Details on grants**

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### VII. External Reviews Folder

**A. Description of unit’s specific criteria for external reviewers, if any**

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**A1. Description of nomination and selection process**

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**A2. Completed “Procedure for Selection of Outside Reviewers” form**

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**B. Summary of reviewer biographies**

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**C. Copy of Email initial contact letter**

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**D. Copy of follow-up letter**

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**A-F. External review letters (minimum of six)**

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### VIII. Service and/or Administration Folder

**A. Summary of professional service, including role in state, regional and national associations**

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**B. Peer evaluations (no more than 3)**

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**Signature of Person in Dean’s Office Verifying Completeness of Paper Dossier and Electronic Copy**

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**Printed Name**

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**Phone Number**

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**Please be sure to check that all electronic files will open, are .pdf, and all pages are upright and in order.**