

Name of Faculty Member: _____

Promotion and/or Tenure Dossier Checklist

Please verify that all items listed are included by placing an “X” or “N/A” on each line.
 Sign and submit this form as Pages 3 and 4 in the paper copy of the dossier. Check that all electronic files will open, are .pdf, and that all pages are upright and in order. **Review Call Document for details to be included in each item listed below.**

	Paper Copy	Electronic Copy
Page 1 – Recommendation Signature Page		
- All appropriate signatures included		
- All votes recorded (before and after appeals)		
Page 2 – Appointment History Form		
- Form is complete including five-year appointment history table		
- Addendum explaining any variations from original appointment		
Pages 3 and 4 – Dossier Checklist		N/A
Tab/Folder I – Appointment		
1. Initial letter of appointment		
2. For tenure candidates – the departmental third-year (mid-probationary review OR explanatory letter from chair if such a document does not exist		
3. Provost’s letter approving any extension(s) of the probationary period OR if a probationary extension was granted and not used, the Provost’s letter returning the tenure clock to the original schedule		
4. For tenured faculty, the five-year post-tenure review(s)		
Tab/Folder II – Unit Procedures and Recommendation Letters		
1. Complete set of departmental guidelines for promotion and tenure		
2. Recommendation letter from the departmental promotion and tenure committee		
3. Recommendation letter from the Chair		
4. Comments from tenured faculty of the unit		
5. Recommendation letter from the Division Director (if applicable)		
6. Report of process, votes, issues from appeal at any level including any additional documents provided by candidate for appeal		
7. Letters from faculty, Chair/Director/Supervisor of the following as applicable:		
- Tenure awarding units in which the candidate has a joint appointment		
- Programs/Centers with which the candidate is affiliated as a “core faculty” or “faculty member”		
- Units in which the candidate has a designated “courtesy appointment”		

Tab/Folder III – College /School Recommendation Letters and Procedural Summaries

- 1. Letter from college/school promotion and tenure committee
- 2. Recommendation letter from the Dean

Tab/Folder IV – The Complete CV

- 1. The complete CV

Tab/Folder V – Teaching/Scholarship of Teaching

- 1. Summary of teaching achievements
- 2. The completed Course Evaluation Table
- 3. Summary and evaluation of student advising
- 4. Peer teaching reviews
- 5. Description of involvement in campus-wide teaching initiatives
- 6. Extension activities (if applicable)

Tab/Folder VI – Research/Scholarship

- 1. Candidates description of scholarly accomplishments (no more than three pages)
- 2. Bibliographic list of all types of scholarly products
- 3. Details on grants

Tab/Folder VII – External Reviews

- 1. Description of unit’s criteria for external reviewers
- 2. Description of nomination and selection process for candidate’s reviewers
- 3. Completed “Procedures for Selection of Outside reviewers” form
- 4. Summary of reviewer biographies
- 5. Example email sent to invite a scholar to consider serving as an external reviewer
- 6. Example of the formal invitation letter sent to persons who agreed to serve as reviewers
- 7. Every letter received from any and all reviewers

Tab/Folder VIII – Service and/or Administration

- 1. Overall description of service responsibilities for department, division/college, campus, system, state, regional, national and international
- 2. Solicited letters evaluating service contributions (no more than three)

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

Date

Print Name: _____

Phone Number