

Dossier Checklist

CHECKLIST FOR SUBMISSION OF TENURE AND PROMOTION MATERIAL

Candidate's Name _____

Department _____

Please indicate the **page numbers** below. If something is missing, please explain why.

Chair's letter to Dean

- _____ Department recommendation and vote
- _____ Evaluation of candidate's teaching
- _____ Summary of candidate's principal scholarly achievements
- _____ Summary of candidate's service to department, university & profession
- _____ Description of candidate's fit with department and others

CV and related information

- _____ Candidate's CV, including list of publications
- _____ Total number of peer-reviewed articles and indication of which articles are peer-reviewed
- _____ Description of quality of journals and book publishers (submission acceptance rates, ranking of journal, reputation in the candidate's field, etc.)
- _____ List of three or four most significant publications in chronological order (oldest first, newest last)
- _____ Explanation of relationship of candidate to co-authors
- _____ Grant support and principal investigator status
- _____ Graduate students supervised
- _____ Candidate's statement of research directions

Teaching evaluation

- _____ Statement of the candidate's teaching methods and interests
- _____ Chronological summary of all courses taught, with enrollments. (For instructions on how to generate this summary, please see the attachment.)
- _____ College of Arts & Sciences course evaluations for all courses taught during the past five years (For instructions on how to generate these, please see the attachment.)
- _____ 3-5 representative syllabi from the past five years
- _____ Chair's summary of annual teaching assessments conducted by candidate's senior colleagues
- _____ Any relevant supplementary information

External letters and reviews

- _____ All letters from referees
 - _____ Sample letter from chair to referees
 - _____ Description of how referees were selected
 - _____ Description of referee's position in field and relationship to candidate
 - _____ Copies of all available published reviews of books
 - _____ Readers' reports of books accepted but not yet reviewed
- (Referees' CVs should be included on the travel drive, only; no hard copies)

Supplemental Materials For candidates for promotion from Assistant Professor to Associate Professor, all of the candidate's works must be included in the supplemental materials (books, selected papers, unpublished manuscripts, etc.). For candidates for promotion from Associate Professor to Professor or for appointment to Associate Professor or Professor, only copies of the top ten publications should be included.

Comments: Please attach a sheet here for any additional comments you may have concerning the checklist.