**CHECKLIST FOR SUBMISSION OF TENURE AND PROMOTION MATERIAL**

**2017-18 Dossier Checklist**

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.