Tenure and/or Promotion Summary Dossier Checklist for Submission to Vice Chancellor and Provost

Check one:
○ Promotion to associate professor and tenure
○ Promotion to associate professor without tenure
○ Promotion to full professor

Name of Candidate for Tenure/Promotion_____

Name of School/College/Department_____

BINDER I REQUIRED

Materials assembled in order as listed:

_____ *Outline of Professional Experience* (Form A)

_____ *Candidate Statement* (Form A)

_____ Committee and department (if applicable) recommendations, votes and analysis including:

1. Departmental evaluative summary about the quality and quantity of (1) the candidate's *scholarly production*, including specific comments about refereed publications that include (for monographs) the suitability of the press, how well known in the field and (for journals) rating in the field and acceptance rate; and the work's impact on the field; and/or (2) *creative work* produced and the quality and suitability of the venues in which the work is presented and the impact on the audience and genre of production; and/or (3) *public scholarship and engagement projects*, including comments on the project's significance, and its impact on the publics, communities, industries or other partners or audiences.
2. Departmental evaluative summary about the quality and quantity of *teaching and other instructional contributions*, include effectiveness of classroom teaching, course/curriculum development, and advising.
3. Departmental evaluative summary about the quality and quantity of *service* to the department, school/college, the University, the profession, or the public.
4. For promotion to full professor, evidence of significant accomplishment and impact.

_____ Copies of 5 – 7 outside letters of review solicited and

1. List of all names solicited with information that describes the person and the qualifications that make him/her especially appropriate as a reference. Include the reason(s) given for a solicited reviewer declining.
2. Copies of solicitation letter(s).

_____ School/College evaluative recommendations, votes and analysis (see above)

_____ Dean's analysis and recommendation

BINDER II (samples of teaching activities, publications, creative work, or products of public scholarship) OPTIONAL

Scholarship/Research: (e.g. publications, grants, awards)
For Publications: sample (e.g., publications sent to reviewers)
For Public Scholarship projects (e.g., evaluation reports, white papers, curricula or other products)
For Creative Work: (e.g., photographs, musical scores, videos web cast of performances, CDs or other projects)

Teaching:
Syllabi from courses for last three years
Curriculum development or course development projects
Summative materials and a sample of unsolicited comments or letters from students
(should not include entire sets of individual student evaluations)

Reviews of publications, creative works, other scholarly products or teaching

Reviews or other evidence of impact/success (citations, media, etc.).