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**Checklist for Promotion Dossiers**

Please place a check in the appropriate box to signify the placement of necessary items in the Dossier. Each person’s signature signifies that he/she has checked all preceding items (in original dossier only).

1. **Departmental Preparation and Review**

**Part I (Available to Candidate)**

1. Chair’s letter (see Section A/Part I/Item1)\* Support Non-support

 Quantitative vote at department level

 Indicate if by rank Indicate if by closed ballot

1. Advocate’s statement, if applicable, following Chair’s letter (A/I/2)
2. Approved search report cover sheet, for appointments only (A/I/3)
3. Curriculum vitae (A/I/4)
4. Candidate’s statement about research or creative activity(A/I/5), minimally to include:
	1. Research funding support, if applicable
	2. Description of research program
	3. Evidence of influence of work in the field
5. Candidate’s statement about service (A/I/6)
6. Candidate’s teaching portfolio, to be explicitly evaluated by the department chair, and including:
	1. Candidate’s statement about teaching, describing teaching and curricular contributions and their connection to academic programs of which they are a part (A/I/7)
	2. Appendices, as appropriate to the candidate’s discipline, e.g., 1) samples of syllabi, assignments, exams; 2) evidence of student learning or other measures of student success; 3) if applicable, evidence of teaching and learning innovations (including applications of information technology); and 4) if applicable, external funding awarded for teaching-and-learning development activities
7. Quantitative teaching evaluations (A/I/4, also A/I/8)
8. Letters of evaluation from external and internal reviewers, including current and/or former students, who have given candidate permission to review (A/I/9)
9. Unsolicited material, plainly identified as such (A/I/10)
10. Conditions of employment letter (A/I/11)

**Part II (Confidential)**

1. Personnel transaction form (A/II/1)
2. Letters of evaluation from external and internal reviewers including current and/or former students, who have NOT given candidate permission to review

(see Section A, Part II, Item 2; also Part I, Item 9)\* (A/II/2)

*(Note: Parts I and II refer to a* ***minimum of four letters from disinterested outside reviewers*** *and a* ***minimum of two letters from internal reviewers****, not including letters from students.)*

1. Background information on letters (A/II/3)
	1. Statement of procedure for selecting reviewers
	2. Copies of letters seeking evaluations of scholarship or creative activity, the teaching portfolio, and public service contributions
	3. List of those to whom letters were sent
	4. List of those failing to respond
	5. Current biographical sketches of reviewers

Section A checked by: Date:

1. **Faculty or School Review (Items 1 and 2 should be placed on top in Part I)**
2. Dean’s letter (see Section B, Item 1)\* Date:

Support Non-support

 Quantitative vote of Personnel Committee

 Verification of service credits for prior academic employment

 Terminal year Yes No

 Necessary notification date

1. Advocate’s statement, following Dean’s letter, if necessary (B/2)

Sections A and B checked by: Date:

\**Descriptions and guidelines for assembling the items in the dossier are presented in Section Three of the Faculty/Staff Handbook, entitled Academic and Personnel Actions, under the designation “III, The Promotion Dossier.” These are identified by Section, Part, and Item in the same order and sequence as they appear in the construction of the Promotion Dossier proper. For other relevant promotion guidelines, please also refer in Section Three to “I, Criteria” and “II, Procedures.”*