Name

Department

Proposed Action

Promote to with tenure ☐

Grant Tenure as

Appoint as with tenure ☐

Proposed Effective Date

Mandatory Review Yes ☐ No ☐

UNIVERSITY AT BUFFALO

The State University of New York

Checklist for Dossiers Prepared after July 1, 2025*

Please check the appropriate box to signify the placement of necessary items in the dossier. Each signature indicates that the individual has checked all preceding items.

A. Departmental Preparation and Review

Part I (Available to Candidate)

1. Chair's letter (III/A/I/1*) Date Supportive ☐ Non-supportive ☐

   Quantitative vote at department level

   Rank ☐ Closed ballot ☐

   Required: ☐ Approved leave(s) extending tenure clock ☐ External evaluator selection

   Check if applicable: ☐ Civic/community engagement ☐ Extraordinary service ☐ DEI

2. Advocate's statement, if applicable, following Chair's letter (III/A/I/2) ☐
3. UB HR email approval of hiring proposal/posting, for new appointments only (III/A/I/3) ☐

   (The UB employment email notification of approval to the posting administrator should replace the old cover sheet)
4. Curriculum vitae (III/A/I/4) ☐
5. Candidate's statement about research or creative activity (III/A/I/5), minimally to include:
   a. Research funding support, if applicable ☐
   b. Description of research program ☐
   c. Evidence of influence of work in the field ☐
6. Candidate's statement about service (III/A/I/6) ☐
7. Candidate's **optional** statement of contributions to diversity, equity, and inclusion (III/A/I/7) ☐
8. Candidate's teaching portfolio, to be explicitly evaluated by the department chair, and including:
   a. Candidate's statement about teaching, describing teaching and curricular contributions and their connection to academic programs of which they are a part (III/A/I/8) ☐
   b. Appendices, as appropriate to the candidate's discipline e.g., 1) samples of syllabi, assignments, exams; 2) evidence of student learning or other student success measures; 3) if applicable, evidence of teaching and learning innovations including applications of IT; ☐

and 4) external funding awarded for teaching-and-learning development activities (if applicable)

(Appendices are supplemental materials and should follow the guidelines for dossier preparation and handling purposes)

9. Teaching evaluations (III/A/I/9) ☐
10. Letters of evaluation from external and internal evaluators, including current and/or former students, who have given candidate permission to review (III/A/I/10) ☐
11. Unsolicited material, identified as such (III/A/I/11) ☐
12. Employment offer letter (III/A/I/12) ☐

Part II (Confidential)

1. ePTF (III/A/II/1) ☐
2. Evaluation letters from external and internal evaluators, including current and former students, who have not given candidate permission to review (III/A/II/2 and also III/A/I/10) ☐

   NOTE: *Parts I and II refer to a minimum of four letters from disinterested external* evaluators *and a minimum of two from internal evaluators in total, not including letters from students.*

3. Background information on evaluator letters (III/A/II/3 and III/A/I/10)
   a. Statement of procedure for selecting evaluators ☐
   b. Copies of letters seeking evaluations of scholarship or creative activity, the teaching portfolio, and public service contributions ☐
   c. List of those to whom letters were sent ☐
   d. List of those who declined/failed to respond ☐
   e. Current biographical sketches of external evaluators ☐

Section A checked by Date

B. Faculty or School Review (Items 1 and 2 should be placed on top in Part I)

1. Dean's letter (III/B/1)* Date

   Supportive ☐ Non-supportive ☐

   Quantitative vote of Personnel Committee

   Verification of service credits for prior academic employment ☐

   Terminal year Yes ☐ No ☐

   Necessary notification date
2. Advocate's statement, following Dean's letter, if applicable (III/B/2) ☐

Sections A and B checked by Date

*Descriptions and guidelines for assembling the dossier are presented in Section III (entitled The Promotion Dossier) of the University's *Policies, Procedures, and Criteria for Faculty Personnel Actions* (formerly named the *Faculty Staff Handbook*). Each subsection is identified by its Section, Part, and Item number in the same order as they appear in the dossier itself. For other relevant promotion guidelines, please also refer to "*I, Criteria*" and "*II, Procedures*."