

## PROMOTION DOSSIER CHECKLIST

CANDIDATE NAME: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_  
CURRENT RANK: \_\_\_\_\_  
YEAR TENURE AWARDED: \_\_\_\_\_

### General:

1. Dean's personal recommendation focusing on scholarship and creative activity.
2. Departmental recommendation including evaluation of teaching, research/creative activities, and service, as relevant.
3. Divisional recommendation, as relevant.
4. Candidate's current curriculum vitae.
5. Candidate's own statement on teaching, research/creative activities, and service.
6. List of six potential referees supplied by candidate, including referee qualifications and *relationship to candidate*.
7. List of unsuitable, potential referees supplied by the candidate, including the reasons these individuals are not fit to assess the candidate's work.
8. Sample of letter written by the dean to solicit outside evaluations.
9. Letters from at least five (5) outside referees of which at least three must come from independent reviewers contacted by dean.

### Teaching:

1. Courses taught each semester; number of students enrolled.
2. Titles (and abstracts where relevant) of any honors theses for undergraduate faculty and doctoral/masters dissertations for graduate faculty.

### Research:

1. Reviews of books or other publications.
2. Count of citations of articles and other publications, if appropriate.
3. Documentation of external grant and fellowship activity. Include all grants applied for and the outcome of these applications. If no grant activity - particularly in the sciences and in the graduate and professional schools, please explain the reasons.

**Service:**

1. Summary of activities (departmental or other University service; local, state or national service; professional or other).

I have given a completed copy of this checklist to the candidate and included a copy in the dossier.

\_\_\_\_\_  
Dean's Name

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date