Appendix A

Faculty Hires with Tenure
Dossier Checklist

The primary unit must place this checklist in the front of the dossier.

____ 1. Current vita
____ 2. Evidence of meritorious or excellent teaching
____ 3. Examples of meritorious or excellent research or creative works
____ 4. Evidence of meritorious or excellent service.
____ 5. Criteria for tenure and for promotion to Associate Professor and to Professor at the candidate’s current institution

____ 6. Letters
   _____ a. **Situation A**: Copy of the official letter that granted the candidate tenure at his/her current institution
   _____ b. **Situation B**: Copy of the official letter that granted the candidate tenure at his/her current institution
   AND
   _____ Three external letters of evaluation for promotion to the rank of Professor
   _____ c. **Situation C**: Copy of the official letter that granted the candidate tenure at his/her current institution
   AND
   _____ Copy of the official letter that granted the candidate the rank of Professor at his/her current institution
   _____ d. **Situation D**: Copy of the official letter that granted the candidate his/her current rank at his/her institution
   AND
   _____ Three external letters of evaluation for the award of tenure

____ 7. Primary unit letter
____ 8. First level review letter
____ 9. Dean’s letter
____ 10. Campus RTP Committee’s letter
____ 11. Provost's recommendation
____ 12. Vote record sign-off sheet (provided by Provost’s office)
____ 13. Chancellor’s decision
____ 14. Personnel Recommendation Form