Dossier Checklist for Reappointment, Tenure, and Promotion

Candidate's Name: _____

Action: [ ] Reappointment [ ] Comprehensive Review [ ] Tenure [ ] Promotion

School/College: _____

A candidate's dossier may be presented in no more than three (3), three-ring binders. If a candidate submits multiple binders, the case for reappointment, tenure, and promotion must be made in Binder #1, with supporting materials in the remaining binder(s).

Items on this checklist are listed in their required order in Binder #1.

[ ] This checklist
[ ] Form UCD-7
[ ] Primary unit criteria
[ ] Previous RTP and personnel actions, if any
[ ] Primary unit recommendation
  [ ] if vote not unanimous, explanation and minority report
[ ] First level review/Dean's advisory committee review
  [ ] if vote not unanimous, explanation and minority report
[ ] Dean's recommendation
[ ] Summary statement by candidate
[ ] Candidate's current vita
[ ] External letters
  [ ] Two (2) lists (candidate's and primary unit's), with indication of who responded
  [ ] Explanation of how reviewers were chosen
  [ ] Copy of the letter(s) sent to reviewers
  [ ] Total number meets requirements [ ] explanation if requirement not met
  [ ] Ratio meets requirements [ ] explanation if requirement not met
[ ] Teaching
  [ ] Subcommittee report
  [ ] Candidate's statement
  [ ] Supporting material
    [ ] FCQs [ ] in separate binder
    [ ] Peer review [ ] in separate binder
    [ ] Other [ ] in separate binder
[ ] Research/Creative Scholarly Activities
  [ ] Subcommittee report
  [ ] Candidate's statement
  [ ] Supporting material [ ] in separate binder
[ ] Service
  [ ] Subcommittee report
  [ ] Candidate's statement
  [ ] Supporting material [ ] in separate binder
[ ] ALL Signatures

I have reviewed this candidate's dossier and affirm that it is comprised of _____ binders, is complete, and is consistent with University policy.

_____

Dean's Signature Date