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 (4 point letter required for all outside hires with tenure)
10. UCD 7
11. Signed Letter of Offer