

Dossier Checklist: Reappointment, Tenure, and Promotion

Candidate's Name: _____

Action: Reappointment Comprehensive Review Tenure Promotion

School/College: _____

A candidate's dossier must be presented in **no more than three, 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. Each item is to be clearly tabbed as such. This is all that should be in Binder #1.

- Completed dossier checklist
- UCD-7 form
- Primary unit criteria
- Initial offer letter
- Previous RTP and personnel actions, if any

Candidate's current vita (*The VCAC often finds that CVs are not clearly presented. **Strategies for Success** has a template that should be followed. Clear indications of pagination in published works, clear delineations of refereed work, and clarity about what has been published, what is in press, and what is in progress are essential features of a properly presented CV. In addition, placing dates for all activities including published works on the left margin in **bold** makes reading a dossier much easier as does conforming to a **12 point font size**. Faculty in the creative arts have more leeway, but clarity is an absolute requirement.*)

- Candidate's summary statement** (two-to-three-page summary overview)
- Candidate's teaching statement**
 - FCQ summaries – a summary document for all courses taught**
- Candidate's research statement**
- Candidate's service statement**

(Other materials supporting teaching, research, and service should be placed in logical places in binder #2 or 3. There has developed a tendency to place too much material in binders. The VCAC does not view this positively. They believe that clear, concise materials need to populate dossiers, but that too much material actually can be harmful to critical reading of a case.)

- Supporting Teaching Materials (to be placed in supplementary binders)**
 - FCQs in separate binder number ____** (Schools and Colleges have discretion in terms of very large courses, but need to submit unbiased, representative samples of FCQs)
 - Other supporting teaching materials in separate binder number ____**
- Supporting Research/Creative Scholarly Materials in separate binder number ____**
- Supporting Service Materials in separate binder number ____**

- Primary unit recommendation and vote (see *Letter Writing Requirements for Dossiers**)**
 - if vote is not unanimous, an explanation of negative votes is required and a minority reports may be added** (*If there is no minority report, please do not include an empty tabbed section*)

- Primary unit analysis of teaching** (*subcommittee report if relevant*) (*Teaching documentation requires peer reviews of teaching, other multiple methods of teaching evaluation, and critical, relevant teaching analyses*)
- Primary unit analysis of research** (*subcommittee report if relevant*)
- Primary unit analysis of service** (*subcommittee report if relevant*)
- Dean's advisory/review committee recommendation and vote** (see *Letter Writing Requirements for Dossiers*^{*}) (*an independent analysis at this level is required*)
 - if vote is not unanimous, explanations and minority reports can be added** (helpful, but not required)
- Dean's recommendation**^{*}

The following information in tabular form needs to be included for all tenure cases:

- Total number of non-tenured, tenure eligible faculty in unit
- Total number of tenured faculty in unit if this request is approved
- Total number of full-time instructors/senior instructors in unit

If the Dean's advisory/review committee or the Dean disagrees with the recommendation of the primary unit, the dossier is returned to the Primary unit for reconsideration of its original recommendation, after which the Primary unit returns its reconsidered judgment to the Dean for further consideration.

- Primary unit's reconsideration if applicable.
- Additional reconsideration and vote of the Dean's advisory/review committee and/or Dean if applicable.

- External letters**
 - Two 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 the external reviewers**
 - Number of reviewers meets requirements** **explanation if requirement not met**
 - Ratio meets requirements** **explanation if requirement not met**
 - Copies of External Reviewers' vitae (to be placed in a tabbed section separate from the external letters with clear separations between CVs)**

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** _____

^{*} Note that *Letter Writing Requirements for Dossiers* carefully indicates what are the acceptable terms to evaluate performance at each level. Thus, reappointment/comprehensive review evaluation of teaching, research, and service differ from promotion and tenure evaluations.