

## Dossier Checklist: Reappointment, Tenure, and Promotion 2025-26

Candidate's Name: \_\_\_\_\_

School/College: \_\_\_\_\_

Current Rank/Title: \_\_\_\_\_

Action:      **Comprehensive Review for Reappointment**      **Tenure**      **Promotion**

A candidate's dossier must include the following items:

**Completed dossier checklist**

**UCD-7 signature form**

**Primary unit criteria**

**Statement re: version of primary unit criteria** candidate agrees to be used in evaluating the case (previous or current criteria if candidate was hired with previous criteria in place. For promotion to full professor, current primary unit criteria shall apply.)

**Initial offer letter**

**Previous RTP and personnel actions, if any** (including credit for prior service, tenure clock extension forms, reappointment letters and VCAC memos, tenure letters and VCAC memos)

**Faculty Pandemic Impact Statement (optional)**

**Faculty External Impact Statement (optional)**

**Current curriculum vitae** (See [Office of Faculty Affairs website](#) for suggested format.)

**Overall summary statement** (*two-to-three-page summary overview*)

**Teaching (librarianship) statement** (*no more than three pages*)

**Scholarly/creative work statement** (*no more than three pages*)

**Leadership/service statement** (*no more than three pages*)

**Supporting teaching (librarianship) materials**

**FCQ one-page summary table** (see [Office of Faculty Affairs website](#))

**FCQs** (*Schools and colleges have discretion in terms of very large courses, but need to submit unbiased, representative samples of FCQs.*)

**Supporting scholarly/creative work materials**

**Supporting leadership/service materials**

**Primary Unit Evaluation Committee report**

**Primary Unit analysis of teaching (librarianship)** (*subcommittee report, if relevant*)  
(*Documentation requires peer reviews of teaching/librarianship, other multiple methods of evaluation, and critical, relevant teaching/librarianship analyses.*)

**Primary Unit analysis of scholarly/creative work** (*subcommittee report, if relevant*)

**Primary Unit analysis of leadership/service** (*subcommittee report, if relevant*)

**Primary Unit recommendation and vote** (*See **Letter Writing Requirements for Dossiers** for acceptable wording for evaluation and vote count. \**)

**if vote is not unanimous, an explanation of dissenting views is required and a minority report by dissenting faculty may be added**

**Dean's review/advisory committee recommendation and vote** (*See **Letter Writing Requirements for Dossiers** for acceptable wording for evaluation and vote count. \**) (*an independent analysis at this level is required*)

**if vote is not unanimous, an explanation of dissenting views is required and a minority report by dissenting faculty may be added**

**Dean's recommendation** (*See **Letter Writing Requirements for Dossiers** for acceptable wording for evaluation. \**)

**External Review**

**Letters received from external reviewers**

**External Reviewers' biographical sketch or short vita**

**List of external reviewers contacted, indicating:**

- **whether candidate or primary unit recommended the evaluator**
- **relationship, if any, of the evaluator to the candidate or to a member(s) of the primary unit**
- **who responded**
- **a numbered order** (for consistency if they are quoted in first-level and second-level recommendations)

**Explanation of how reviewers were selected**

**Copy of the letter requesting external reviewer evaluation letters**

**Number of reviewers meets requirements**                      **explanation if requirement not met**

**Ratio meets requirements**                                      **explanation if requirement not met**

**Reconsideration recommendations**

*(If the Dean's review/advisory committee or the Dean disagrees with the recommendation of the Primary Unit, the dossier is returned to the Primary Unit for reconsideration, 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**

I have reviewed this candidate's dossier and affirm that it is complete and is consistent with University policy.

**Dean's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\* ***Letter Writing Requirements for Dossiers*** dictates the acceptable wording for evaluation and vote counts of performance at each level. Reappointment/comprehensive review evaluation of teaching (librarianship), scholarly/creative work, and leadership/service differ from promotion and tenure evaluations.