

Tenure Summary Dossier Checklist for Submission to Vice Chancellor and Provost

Name of tenure candidate _____

Name of School/College/Department _____

Materials assembled in order as listed:

_____ Curriculum Vitae

_____ Candidate's personal statement

_____ Dean's recommendation

_____ Committee and department (if applicable) recommendations, votes and analysis

_____ **(FOR RESEARCH)** Copies of six outside letters of reference solicited

_____ **(FOR RESEARCH)** List of the names solicited with information that describes the person and his/her qualifications that make them especially appropriate as a reference

_____ **(FOR RESEARCH)** Statement about the quality of each refereed publication that includes the suitability of the press, how well known it is in the field; and for journals whether it is one of the best in the field and its acceptance rate

_____ **(FOR CREATIVE WORK)** Photographs, musical scores, videos web cast of performances, CDs and other representation of the candidate's work

_____ **(FOR CREATIVE WORK)** Reviews by six external experts in the field

_____ **(FOR CREATIVE WORK)** List of reviewer's qualifications and explanation of why this person is qualified for the review

_____ **(FOR TEACHING)** Summary of teaching case: scores and qualitative answers to student evaluations, unsolicited student letters, and peer observations

_____ **(FOR TEACHING)** Syllabi from courses for last three years; include any comments on curriculum development, course development undertaken by candidate and advising effectiveness

_____ **(FOR TEACHING)** If tenure case is based more on teaching include a copy of review done of the candidate's syllabi; and notes on teaching articles and textbooks with referee's comments

_____ **(FOR SERVICE)** Summary of service: committees served on and performance within the school/college, the university, outside the university, any significant public service or service to the profession

Signature indicates that Dossier Submission is checked and completed.

SIGNATURE _____