**Format and Checklist**

**Expedited Appointment Dossiers**

1. **Chair’s Letter**

\_\_\_\_\_ Chair’s Recommendation, including explanation of nature of hire (e.g., national search for a senior hire, spousal hire)

1. **Procedural Steps**

\_\_\_\_\_ Procedural steps for conducting appointment review (and, *if applicable*, making a spousal hire)

\_\_\_\_\_Copy of departmental guidelines on tenure and promotion.

\_\_\_\_\_ (*if applicable*) Request for review by Area Committee different from that specified in the Administrative

Regulations

\_\_\_\_\_ (*if applicable*) Description and criteria of Special Title Series position or other assignment that differs from

a faculty position in the Regular Title Series

1. **Personal Data**

\_\_\_\_\_ Up-to-date curriculum vitae

1. **External Letters**

A minimum of three letters is required. The letters must provide “sufficient evidence of the excellence of the candidate for the purpose of granting tenure at UK.” The letters that accompanied the candidate’s job application can be used if they accomplish this. If not enough letters accompanying the application qualify, then the department needs to solicit additional letters.

\_\_\_\_\_ List of outside evaluators. Please indicate whether the evaluators’ letters accompanied the application or were solicited by the department.

\_\_\_\_\_ Credentials of outside evaluators (including CVs, if possible)

\_\_\_\_\_ Letters from outside evaluators (*these must be signed and on letterhead*)

1. **Internal Letters**

\_\_\_\_\_ Roster of department faculty members and their academic rank

\_\_\_\_\_ Letters from appropriate department faculty members

1. **Research**

\_\_\_\_\_ Personal statement on research

\_\_\_\_\_ Research materials

1. **Teaching Portfolio**

**Mandatory:**

\_\_\_\_\_ Personal statement on teaching

\_\_\_\_\_ List of all courses taught in the past three years (with course number, title, number of students enrolled, and a brief course description)

\_\_\_\_\_ Numerical course evaluations of all courses taught in the past three years.

\_\_\_\_\_ Representative course syllabi

**Optional:**  sample assignments, examples of graded work, accomplishments of former students, peer evaluation reports, evidence of recognition such as teaching awards or grants, enumeration and description of work with individual students etc.

1. **Service**

\_\_\_\_\_ Statement and materials on service

1. **Miscellaneous**

(*if applicable*) Written evaluations of individual by:

\_\_\_\_\_ faculty of lower ranks

\_\_\_\_\_ other