

REVIEW DOSSIER CHECKLIST

(refer to AR 2:1 – Appendix II)

Information is included in the dossier in the order listed and a tab for each item.

You have been provided with a PDF template for the promotion and tenure dossier. The template includes a bookmarked cover page for every "tab" that would have been included in the paper dossier. Please insert the required materials behind the cover page.

PLEASE READ: Please do not delete any cover pages or bookmarks from the PDF. If there is a cover page/bookmark that does not apply to the faculty member going up for promotion and/or tenure, please insert a page stating that section is not applicable.

PLEASE READ: Expedited Dossiers Expedited appointments are required for anyone being hired at the rank of Associate (with or without tenure) or Full Professor. Categories required for aexpedited appointments are marked with an (*). Variations on specific items in a category will be noted in italics.

Enclosed

For Dean's Office Use Only

- * 1. Recommendation of college dean _____
- * 2. Recommendation of college advisory committee _____

- * 3. Recommendation of Department Chair (educational unit administrator) _____
- 4. Recommendations of directors of centers or institutes with which the review candidate is associated (If applicable) _____
- * 5. Up-to-date curriculum vitae or resume _____
- * 6. Internal Unit Faculty Letters:
 - a. List of unit faculty names and their academic ranks _____
 - b. Written opinion of each faculty member required to be consulted within educational unit. _____

(All letters must be signed and on letterhead)
- 7. Written opinions of other University of Kentucky faculty members consulted, as permitted by the unit's rules or requested in writing by the candidate to the educational unit director. (If applicable) _____
- * 8. External Reviewers (**Not required for promotion to senior lecturer**)
 - a. List of outside evaluators selected by the candidate (at least two) _____
 - b. List of outside evaluators selected independently by the department chair (at least four) _____
 - c. Letters providing evaluation of candidate (**All letters must be signed and on letterhead**) _____

(A minimum of three letters is required for expedited appointments. 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.)
- * 9. External Reviewers cont.
 - a. Brief biographical information on persons outside the University from whom the unit administrator obtained letters and indication of which were suggested by the candidate _____
 - b. Full CV or resume from each external reviewer _____
- 10. Copies of the two-page chairs rating sheet for candidate's faculty merit reviews:
 - a. since the date of initial appointment (for tenure dossiers) _____
 - b. since the last promotion review (for promotion dossiers not associated with the granting of tenure) _____
- 11. Copies of the review candidate's second- and fourth- year Progress reviews (tenure dossiers only) _____
- * 12. Description of the procedural steps used within the department and the college, and explanation of how these steps were communicated to the faculty member _____
- * 13. (Departmental guidelines on tenure and promotion) Unit Statements on Evidences describing the evidence of activity in teaching, research, and service that are appropriate to the field(s) within the unit (see Provost's policy memo for specific information on the inclusion of such statements) _____
- * 14. The Teaching Portfolio
 - a. updated personal statement on teaching: This can be a synthesis of material in the teaching section of the FMER. _____
 - b. a list of all courses taught since initial appointment or last promotion (with the title, course number, number of students enrolled, and a brief course description) _____
 - c. numerical course evaluations (TCE) for all courses taught since initial appointment or last promotion _____
 - d. representative course syllabi _____

(Candidates for expedited appointments must provide item a; a teaching statement. If possible, they should provide information for b, c, and d for the last three years.)
- * 15. Candidate's personal statement on research _____
- * 16. Candidate's personal statement on service _____
- * 17. Letters from students, undergraduate, professional and/or graduate, pertaining to candidate's instruction (If applicable) _____
- * 18. List of, and representative samples from research articles, books, patents, writings, or other creative productivity _____
- 19. List of proposals submitted and grant or contract awards received _____
- 20. Information or materials relating to professional status and activity, including copies of awards received for teaching or scholarship _____
- 21. Information or materials relating to University and public service. _____
- 22. Distribution of Effort (DOE) agreements since initial appointment (tenure dossier) or last promotion (promotion dossier) _____
- * 23. Copy of the job description, as approved by the appropriate Area committee, for a review candidate in the Special Title Series (Special title series only) _____
- 24. Indication that the review dossier should be sent to an Area Committee other than the one normally associated with the educational unit to which the individual is assigned (Include evidence of the candidate's written consent) _____
- * 25. Official Transcript from institution from which highest degree was earned (For Appointment of New Faculty Only) _____
- 26. Datasheet for Proposed Members of Graduate Faculty, if applicable _____