Dossier Format and Checklist
Promotion (to Full Professor) Review

1. Chair’s Letter
   ___ Chair’s Recommendation

2. Procedural Steps (Use Template if desirable)
   ___ Procedural steps for conducting promotion review
   ___ 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

3. Personal Data
   ___ Up-to-date curriculum vitae
   ___ Copies of DOEs since date of tenure
   ___ Copies of the two-page chair’s rating sheets from merit review since the date of tenure

4. External Letters
   ___ List of outside evaluators suggested by candidate
   ___ List of outside evaluators selected independently by chair
   ___ Statement of credentials of outside evaluators (including CVs, if possible)
   ___ Letters from outside evaluators (these must be signed and on letterhead)

5. Internal Letters
   ___ Roster of department faculty members and their academic rank
   ___ Letters from appropriate department faculty members

6. Research
   ___ Personal statement on research
   ___ Research materials (selected publications since tenure)

7. Teaching
   ___ Teaching portfolio
   Mandatory:
     ___ updated personal statement on teaching
     ___ a list of all courses taught within the last several years (with the title, course number, number of students enrolled, and a brief course description)
     ___ numerical course evaluations for all courses taught since tenure
     ___ 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.

8. Service
   ___ Statement and materials on service

9. Miscellaneous
   (if applicable) Written evaluations of individual by:
     ___ Undergraduate student group
     ___ Professional or graduate student group
     ___ Individual graduate students
     ___ Other