1. Chair’s Letter
   — Chair’s Recommendation

2. Procedural Steps
   — 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. 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.

The order of 7, 8, 9, and 10 should reflect the candidate’s position description and any changes in or evolution in his or her DOE since tenure.

7. Service
   — Statement and materials on service

8. Administration
   — Statement and materials on administration

9. Research
   — Personal statement on research
   — Research materials (selected publications since tenure)

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