

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 of assignments that differ from a normal 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: This can be a synthesis of material in the teaching section of the FMER.

___ 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