

## **DOSSIER CHECKLIST**

### **General**

- Department and School Criteria/Expectations for Tenure/Promotion
- Candidate's Curriculum Vitae (indicate peer reviewed publications; list separately publications to be considered research, teaching or service; for promotion to full, indicate work done since appointment as associate professor)
- Candidate's Statements on Research/Creative Activity, Teaching, Service/Engagement
- List of Referees Selected (indicating those who did/did not respond and reason for non-response)
- Department (School) List of Prospective Referees (including brief summary of credentials and relationships with candidate)
- Candidate's List of Prospective Referees (including credentials and relationships with candidate)

### **Research/Creative Activity**

- Copies of Publications and/or Evidence of Creative Work
- Reviews of Candidate's Books, Creative Performances and Exhibitions
- List of Grants Applied for/Received
- Copies of Manuscripts or Creative Works in Progress
- Evidence for the Impact/Influence of Publications or Creative Works
- Evidence for the Stature/Visibility of Journals, Presses or Artistic Venues
- Awards and Honors for Research/Creative Activity
- Candidate's Contributions to Collaborative Projects

### **Teaching**

- List of Courses Taught
- Sample of Course Materials
- Graduate Training
- Student Awards, Honors, Collaborative Publications, Achievements
- Undergraduate Research Experiences and Mentoring
- Student Course Evaluations
- Solicited/Unsolicited Letters from Former Students
- Evidence of Learning Outcomes
- Peer Evaluations
- Curricular Development
- Professional Pedagogical Development
- Teaching Publications
- Teaching Awards, Honors, Grants, Fellowships

### **Service/Engagement**

- Evidence of Service to the University, School and Department
- Evidence of Service to the Profession
- Evidence of Engagement with Non-Academic Communities and Agencies