Tenure Dossier Checklist

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personnel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Only the documents listed below should be submitted to the Provost’s Office.**

**Do not submit teaching portfolios or extraneous materials.**

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|  | Yes |
| Section 1: Recommendation of the Tenure Committee and the Statement of ReasonsLetter to the PresidentLetter to the DeanStatement of ReasonsIn the case of negative decision, copies of the additional summary of evidence and Statement of Reasons sent to the candidate | □ |
| Section 2: List of Tenure Committee membership and candidate’s confirmation | □ |
| Section 3: Copy of the letter(s) notifying candidate of tenure review and their reply | □ |
| Section 4: Copy of the candidate’s CV, research, and teaching statements | □ |
| Section 5: Report of the Internal Reading Committee | □ |
| Section 6: Report of the Teaching Evaluation Committee | □ |
| Section 7: List of external referees includingBrief bios for each referee and rationale for their selectionAn indication whether they were the Chair’s or the candidate’s choice | □ |
| Section 8: Letters from the external referees | □ |
| Section 9: Annotated list of publications and verification by collaborators | □ |
| Section 10: Letters from colleagues | □ |
| Section 11: Letters from students and summaries of student evaluations | □ |
| Section 12: Summary of Evidence and invitation to appear before the Committee + Candidate’s response (if any) | □ |
| Section 13: Letter to candidate with Committee’s recommendation | □ |
| Section 14: Proposed negative recommendationAny further correspondence with or documentation from the candidate | □ |