

**Checklist for Materials Required for Submission of Review File (i.e., Dossier)**

**for Reappointment, Promotion and Tenure**

*Revised: November 29, 2021*

[All materials (refer to the RPT Dossier Preparation Guidelines documents)will be submitted electronically (PDF) by the unit. Original materials will be maintained by the unit including external evaluation letters.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Electronic Files-Naming Convention Instructions**: *All documents* should be sent in PDF format (*please do not bookmark your documents*).  All documents should be submitted **as separate PDFs**, using the following naming conventions for consistency:  1. Candidate’s LastName – Chair/Director Ltr.pdf | | | | | |
| **Candidate’s Name *(Last, First)*:** | | | | **Unit** | ***College***  ***Use Only* 🠋** |
|  | | |  | **x=Yes** | **x=Yes** |
| **Basic Packet** | | | | | |
| **1. Chair/Director Letter of Support** | | | | | |
| 1. | | Provides information on quality/appropriateness of journals in CV | |  |  |
| 2. | | Indicates availability of grants/contracts in candidate’s area | |  |  |
| 3. | | Indicates workload standards in the unit | |  |  |
| 4. | | Describes unit expectations regarding candidate’s distribution of effort across research, teaching and outreach/engagement | |  |  |
| 5. | | Summarizes SIRS and discusses faculty member’s overall teaching performance | |  |  |
| 6. | | Provide a statement on leadership | |  |  |
| 7. | | Justification of the significance of the candidate’s research and creative activities. | |  |  |
| 8. | | Includes paragraph explicitly addressing issues of external research funding:   * Is external funding available in the candidate’s area of scholarly expertise? * Would/Did external funding enhance the candidate’s scholarship? * Did the candidate make an effort to secure external funding, if appropriate? * If the candidate submitted applications but was unsuccessful in securing external support, did he or she seek assistance which may include mentoring to revise and resubmit? | |  |  |
| **2. Candidate’s personal reflective essay; 5-page maximum** | | | |  |  |
| **3. Candidate’s *Comprehensive* CV to include sections: research and scholarship, teaching and learning, grants and contracts, service, and outreach and engagement.** | | | |  |  |
| **4. External Evaluator Bios Summary (only applicable for promotion or award of tenure)** | | | |  |  |
| **5. External Evaluation Letters (only applicable for promotion or award of tenure)** | | | |  |  |
|  | | A minimum of four and maximum of six selected. **Organize letters in same order listed on External Evaluator Bios Summary and page 2 of Form D.** | |  |  |
| **6. Form on Progress and Excellence (formerly Form D)—Must include all pages even if no information is added** | | | |  |  |
| **Supporting Documentation** | | | | |
| ***Electronic copies only if available; otherwise, provide paper copy along with a separate electronic list of materials that are being submitted in paper form. Refer to the RPT Dossier Prep Guidelines document for faculty candidate.*** | | |  |  |
| **ADDITIONAL DOCUMENTATION** | | | | |
| **Annual Review Letters:**   * From initial tenure system appointments for those who have a probationary period end date * From the last P&T action for assistant professors being considered for tenure * For the previous five years for associate professors being considered for promotion to (full) professor   This practice requires that letters be presented by the College for the Provost-level review only.  Annual review letters will not be made available to the College PTR Council.  The annual review letters should be in chronological order with the most recent letter first. | | |  |  |