

**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.]

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| **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.  |  |  |