



Folder Name (Last,First.DUID.Dept.Type of Review) example: Vandelay.George.1111001.MGM.Appt.to Assoc.

Table of Contents (pdf) Optional

~~Dossier Summary Form: 8/1/2024~~ NOT REQUIRED



1. Candidate's Materials

1. CV (pdf)

2. Brief synopsis of intellectual interest (pdf)

3. Intellectual development statement (pdf)

4. List of graduate mentoring activities (pdf)



5. Course Syllabi (from time hired/last appointment to present)

1. Course A (pdf)

2. Course B (pdf)

3. Course C (pdf)

6. List of top 10 publications/contributions (pdf)

7. Alphabetical list of collaborators (pdf)



2. External Letters



1. External letters of evaluation

1. Evaluator A (pdf)

2. Evaluator B (pdf)

3. Evaluator C (pdf)



2. Electronic Correspondence



1. Electronic Correspondence with Those Who Agreed

1. Evaluator A (pdf) (convert all communications with evaluator A into one pdf file with evaluator A's name as the title)

2. Evaluator B (pdf) (convert all communications with evaluator B into one pdf file with evaluator B's name as the title)

3. Evaluator C (pdf) (convert all communications with evaluator C into one pdf file with evaluator C's name as the title)



2. Electronic Correspondence with Those Who Declined

1. Evaluator D (pdf) (convert all communications with evaluator D into one pdf file with evaluator D's name as the title)

2. Evaluator E (pdf) (convert all communications with evaluator E into one pdf file with evaluator E's name as the title)

3. Evaluator F (pdf) (convert all communications with evaluator F into one pdf file with evaluator F's name as the title)



3. Electronic Correspondence with Those Who Did Not Respond

1. Evaluator G (pdf) (convert all communications with evaluator D into one pdf file with evaluator G's name as the title)

2. Evaluator H (pdf) (convert all communications with evaluator E into one pdf file with evaluator H's name as the title)

3. Evaluator I (pdf) (convert all communications with evaluator F into one pdf file with evaluator I's name as the title)

3. Sample request letter (pdf) - Sample of the official request letter sent to all evaluators

4. Statement identifying and describing external evaluators, including contact information (pdf)

5. Log of any additional contact with evaluators (pdf)



6. Unsolicited evaluations /correspondence – if none, then do not include this folder



3. Review Committee Materials

1. Review committee report (pdf)




2. Supplementary Materials

- 1. Statement from other units to which candidate contributes (pdf)
- 2. Description and importance of candidate's field (pdf)
- 3. Statement appraising quality of journal(s) and/or publisher(s) (pdf)
- 4. Search committee report (pdf) (if applicable)



4. Department/Division Chair Materials

- 1. Chair's Recommendation (pdf)
-  2. Supplementary Materials
 - 1. Copy of Reappointment summary letter (pdf) –* for all internal tenure candidates *
 - 2. Voting policy of the unit (pdf)
 - 3. Names of those present and voting and numerical vote tally (pdf)
 - 4. Names and contact information for six additional reviewers (pdf)



5. Dean Materials

- 1. Dean's Assessment and Recommendation (pdf)



6. Publications

- (items 1-10 on top 10 list – do not scan books)

- 1. Book 1 (pdf/digital format if available)
- 2. Journal Article 1 (pdf)
- 3. Journal Article 2 (pdf)
- 4. Journal Article 3 (pdf)



7. Published Reviews of the Candidate's Work

(If none, do not include this folder)



1. Book A

- 1. Review 1 (pdf)
- 2. Review 2 (pdf)
- 3. Review 3 (pdf)






2. Book B

- 1. Review 1 (pdf)
- 2. Review 2 (pdf)
- 3. Article C review (pdf)



8. Teaching Record (all courses and evaluations from initial hire, appointment or promotion are required)

- 1. Tabular summary of teacher course evaluations (pdf)

-  2. Teacher course evaluation forms
 -  1. 2006-07
 - 1. ClassXYZ123_Fall06 (pdf)
 - 2. ClassABC456_Spring07 (pdf)
 -  2. 2007-08
 - 1. ClassXYZ123_Fall07 (pdf)
 - 2. ClassFEG973_Fall07 (pdf)

9. Recent Grant Proposals

If none leave this folder empty

- Summary of pending and awarded grants; use template (pdf)

10. Other

If none, do not include this folder

- 1. Other material considered relevant (pdf)
- 2. Explanation of any omissions (pdf)

11. Last Five Tenured

ONLY FOR CASES INVOLVING TENURE

- CV's of the Last Five Tenured in the department/division in .pdf format