# Promotion and Tenure Dossier

## Document and Report Responsibilities

<table>
<thead>
<tr>
<th>Executive Assistant</th>
<th>Candidate</th>
<th>Extended Budget Council</th>
</tr>
</thead>
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<tr>
<td><strong>Section 1: Vita</strong></td>
<td>- Annual reports  &lt;br&gt;- Leave statement</td>
<td>- CV  &lt;br&gt;- List of co-authored works  &lt;br&gt;- Letters of acceptance from publishers</td>
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<tr>
<td><strong>Section 2: Teaching</strong></td>
<td>- CIS summary  &lt;br&gt;- CIS student comments  &lt;br&gt;- Teaching portfolio</td>
<td>- Teaching report  &lt;br&gt;- Peer evaluations (2+)</td>
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<tr>
<td><strong>Section 3: Research</strong></td>
<td>- Abstract of dissertation  &lt;br&gt;- List of 6 most significant publications  &lt;br&gt;- Electronic copies of all publications</td>
<td>- Research report</td>
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<td><strong>Section 4: Advising</strong></td>
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<td>- Advising report</td>
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<td><strong>Section 5: Service</strong></td>
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<td><strong>Section 6: Honors</strong></td>
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<td>- Honors report</td>
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<td><strong>Section 7: Letters of Reference</strong></td>
<td>- Sample letter sent to referees  &lt;br&gt;- List of referees  &lt;br&gt;- Short CVs of referees  &lt;br&gt;- Letters</td>
<td>- List of potential referees</td>
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<td><strong>Folders</strong></td>
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<td>- Supplemental materials</td>
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Promotion and Tenure Dossier
Checklist

Front of folder
☐ Change in rank form
☐ Dean’s letter

Tab 1: VITA
☐ Vita
☐ List of co-authored works
☐ List of works forthcoming
☐ Letters of acceptance for works forthcoming
☐ Faculty annual reports
☐ Leave statement

Tab 2: TEACHING
☐ Teaching report
☐ Peer evaluations
☐ Summary of course instructor survey results
☐ Masters and doctoral students supervised report
☐ List of postdoctoral fellows supervised

Tab 3: RESEARCH
☐ Research report
☐ List of five most significant works
☐ Candidate’s research statement
☐ Abstract of dissertation

Tab 4: ADVISING
☐ Advising report

Tab 5: SERVICE
☐ Service report

Tab 6: HONORS
☐ Honors report

Tab 7: LETTERS OF REFERENCE
☐ List of referees approached
☐ Example of letter sent to referees
☐ List of publications sent to referees
☐ Letters from referees
☐ Short CVs of referees

Folder 1: PUBLICATIONS
☐ Electronic copies of all publications

Folder 2: TEACHING PORTFOLIO
☐ Teaching portfolio

Folder 3: Course Instructor Surveys
☐ Original course instructor surveys (including student comments)

Folder 4: SUPPLEMENTAL FOLDER
☐ Supplemental materials

Who provides what:
Green: Executive Assistant
Orange: Candidate
Blue: Extended Budget Council