

CHECKLIST FOR DOSSIERS (Revised 9/2006)
(refer to AR 11-1.0-1, Section I, GR VII.A.6.c and VII.B.5)

1. Recommendation of college dean. _____
2. Recommendation of college advisory committee. _____
3. Recommendation of department chair. _____
4. Recommendations of directors of centers, institutes or other departments with which the candidate may be associated. _____
5. Up-to-date curriculum vitae or resume. _____
6. a. List names and ranks of faculty members in the educational unit _____
b. Written opinion of each faculty member required to be consulted within educational unit. _____
7. Written opinions of other faculty members consulted. _____
8. Letters providing evaluation of individual's abilities in teaching, research, service, or other areas:
a. obtained by chair from persons outside the University not suggested by the individual; _____
b. obtained by chair from persons outside the University suggested by the individual. _____
9. Brief biographical information on persons outside the University from whom chair obtained letters. Chair indicates which evaluators were suggested by candidate. _____
10. Results of faculty performance reviews for the past three years. _____
11. Description of the procedural steps used within the department and the college and an explanation of how these steps were communicated to the faculty member. _____
12. Statements at the department level describing the evidence of activity in teaching, research, and service that are appropriate to the field(s) of the department and the date of formal adoption. _____
13. The Teaching Portfolio where applicable. _____
14. Letters from students, undergraduate and/or graduate, pertaining to candidate's instruction and/or mentoring activities. _____
15. List of, and representative samples from research articles, books, patents, writings, or other creative productivity. _____
16. List of proposals submitted and grant or contract awards received. _____
17. Information or materials relating to professional status and activity, including copies of awards received for teaching or scholarship. _____
18. Information or materials relating to University and public service. _____
19. Distribution of Effort agreements since last promotion or appointment. _____
20. Approved job description of Special Title Series position, and appointment/promotion criteria that have been previously approved by an Area Committee (include date of approval), or description of other assignment that differs from a usual faculty assignment in the candidate's title series. _____
21. If the choice is not obvious, specification of which Area Committee should review the file and the candidate's written consent to be considered by this committee. _____
22. Official Transcript from institution from which highest degree was earned (For Appointment of New Faculty Only) _____
23. Datasheet for Proposed Members of Graduate Faculty, if applicable. _____