

Key: (required/optional)  
 TT - Tenure Track  
 SL - Senior Lecturer  
 RES - Research Title Series  
 CLIN - Clinical Title Series

## REVIEW DOSSIER CHECKLIST

(refer to [AR 2:1 – Appendix II](#))

Information is included in the dossier in the order listed and a tab for each item.

**Enclosed**

### For Dean's Office Use Only

- |  |                       |
|--|-----------------------|
| 1. Recommendation of college dean  | <u>TT SL RES CLIN</u> |
| 2. Recommendation of college advisory committee  | <u>TT SL RES CLIN</u> |
| 3. Recommendation of educational unit administrator (chair/director)   | <u>TT SL RES CLIN</u> |
| 4. Recommendations of directors of multidisciplinary research centers or institutes with which the review candidate is associated  | <u>Optional</u>       |
| 5. Up-to-date curriculum vitae or resume   | <u>TT SL RES CLIN</u> |
| 6. Unit faculty letters:   |                       |
| a. List of unit faculty names and their academic ranks   | <u>TT SL RES CLIN</u> |
| b. Written opinion of each faculty member <a href="#">required to be consulted</a> within educational unit   | <u>TT SL RES CLIN</u> |
| 7. Written opinions of other University of Kentucky faculty members consulted, as permitted by the unit's rules or requested (or permitted) in writing by the candidate to the educational unit administrator. | <u>Optional</u>       |
| 8. Letters, providing evaluation of review candidate's abilities, in teaching, research, service or other areas:   |                       |
| a. obtained by unit administrator from persons outside the University not suggested by the candidate (at least four)   | <u>TT RES CLIN</u>    |
| b. obtained by unit administrator from persons outside the University suggested by the candidate (at least two)  | <u>TT RES CLIN</u>    |
| 9. Brief biographical information on persons outside the University from whom the unit administrator obtained letters and indication of which were suggested by the candidate                                  | <u>TT RES CLIN</u>    |
| 10. Copies of the candidate's faculty merit reviews:   |                       |
| • since the date of initial appointment (for tenure dossiers)  | <u>TT SL RES CLIN</u> |
| • since the last promotion review (for promotion dossiers not associated with the granting of tenure)  |                       |
| 11. Copies of the review candidate's second- and fourth-year progress reviews (tenure dossiers only)   | <u>TT</u>             |
| 12. Description of the procedural steps used within the department and the college, and explanation of how these steps were communicated to the faculty member   | <u>TT SL RES CLIN</u> |

13. a. Unit Statements on Evidences describing the evidence of activity in teaching, research, and service that are appropriate to the field(s) within the unit. TT SL RES CLIN
- or
- b. for faculty in Special Title Series, include the position description and criteria for ranks that were reviewed by the appropriate academic area committee and approved by the Provost. TT-STSL SL
- or
- c. for cases for faculty in Research Title Series, include the position description and criteria for ranks that were reviewed and approved by the Dean of the Graduate School, Vice President for Research, and Provost. RES
- or
- d. for cases for faculty in Clinical Title Series, include the position description for criteria for ranks that were approved by the Provost. CLIN
14. The Teaching Portfolio TT SL
15. Candidate's personal statement on research TT RES
16. Candidate's personal statement on service TT SL CLIN
17. Letters from students, undergraduate, professional and/or graduate, pertaining to candidate's instruction TT SL
18. List of, and representative samples from, research articles, books, patents, writings or other creative productivity TT RES
19. List of proposals submitted and grant or contract awards received TT RES
20. Information or materials relating to professional status and activity, including copies of awards received for research, teaching, service or scholarship TT SL RES CLIN
21. Information or materials relating to University and public service. TT SL CLIN
22. Distribution of Effort (DOE) agreements since initial appointment (tenure dossier) or last promotion (promotion dossier) TT SL RES CLIN
23. Indication that the review dossier should be sent to an Area Committee other than the one normally associated with the educational unit to which the individual is assigned (include evidence of the candidate's written consent) TT SL RES CLIN