

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 | _____ |
| 2. Recommendation of college advisory committee | _____ |

3. Recommendation of educational unit administrator (chair/director) _____

4. Recommendations of directors of multidisciplinary research centers or institutes with which the review candidate is associated _____

5. Up-to-date curriculum vitae or resume _____

6. Unit faculty letters:

- a. List of unit faculty names and their academic ranks _____
- b. Written opinion of each faculty member [required to be consulted](#) within educational unit _____

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. _____

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) _____
 - b. obtained by unit administrator from persons outside the University suggested by the candidate (at least two) _____

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 _____

10. Copies of the candidate's faculty merit reviews: _____
- since the date of initial appointment (for tenure dossiers)
 - 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) _____

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 _____

- 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. _____
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. _____
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. _____
or
- d. for cases for faculty in Clinical Title Series, include the position description for criteria for ranks that were approved by the Provost. _____
- 14. The Teaching Portfolio _____
- 15. Candidate's personal statement on research _____
- 16. Candidate's personal statement on service _____
- 17. Letters from students, undergraduate, professional and/or graduate, pertaining to candidate's instruction _____
- 18. List of, and representative samples from, research articles, books, patents, writings or other creative productivity _____
- 19. List of proposals submitted and grant or contract awards received _____
- 20. Information or materials relating to professional status and activity, including copies of awards received for research, teaching, service or scholarship _____
- 21. Information or materials relating to University and public service. _____
- 22. Distribution of Effort (DOE) agreements since initial appointment (tenure dossier) or last promotion (promotion dossier) _____
- 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) _____