Tenure Dossier Checklist

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personnel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Only the documents listed below should be submitted to the Provost’s Office.**

**Do not submit teaching portfolios or extraneous materials.**

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|  | To include: | **Yes** |
| **Section 1** | Recommendation of the Tenure Committee and the Statement of Reasons  Letter to the Dean  Letter to the President (from Dean supporting Committee’s decision)  In the case of negative decision, copies of the additional summary of evidence and Statement of Reasons sent to the candidate | □ |
| **Section 2** | List of Tenure Committee membership and candidate’s confirmation | □ |
| **Section 3** | Copy of the letter(s) notifying candidate of tenure review and their reply | □ |
| **Section 4** | Copy of the candidate’s CV, Research, and Teaching Statements | □ |
| **Section 5** | Report of the Internal Reading Committee | □ |
| **Section 6** | Report of the Teaching Evaluation Committee | □ |
| **Section 7** | List of external referees including:  Brief bios for each referee and rationale for why they were selected  An indication whether they were the Chair’s or the candidate’s choice | □ |
| **Section 8** | Letters from the external referees  Indicate on the top right hand corner of letter whether they were the Chair’s or the candidate’s choice | □ |
| **Section 9** | Annotated list of publications and verification by collaborators | □ |
| **Section 10** | Letters from colleagues (*if applicable*) | □ |
| **Section 11** | Letters from students and summaries of course evaluations | □ |
| **Section 12** | Summary of Evidence   * invitation to appear before the Committee * candidate’s reply to the Summary of Evidence | □ |
| **Section 13** | Letter to candidate with Committee’s recommendation | □ |
| **Section 14** | Proposed negative recommendation  Any further correspondence with or documentation from the candidate | □ |