

Dossier Checklist: Reappointment, Tenure, and Promotion

Candidate's Name: _____

Action: Reappointment Comprehensive Review Tenure Promotion

School/College: _____

A candidate's dossier must be presented in **no more than three, three-ring binders, no larger than three inches**. If a candidate submits multiple binders, the case for reappointment, tenure, and promotion must be made in Binder #1; this is all that should be in Binder #1. Supporting materials are to be presented in the remaining binder(s). Items on this checklist are listed in their required order. Each item is to be clearly tabbed.

Completed dossier checklist

Signature form

Primary unit criteria (*include statement re: acceptance of current primary unit criteria if candidate was hired with previous criteria in place*)

Initial offer letter

Previous RTP and personnel actions, if any

Candidate's current curriculum vitae

*(The VCAC often finds that CVs are not clearly presented. **Strategies for Success** has a suggested template. Clear indications of pagination in published works, clear delineations of refereed work, and clarity about what has been published, what is in press, and what is in progress are essential features of a properly presented CV. In addition, placing dates for all activities including published works on the left margin in **bold** makes reading a dossier much easier as does conforming to a **12-point font size**. Faculty in the creative arts have more leeway, but clarity is an absolute requirement.)*

Candidate's summary statement (*two-to-three-page summary overview*)

Candidate's teaching (librarianship) statement (*no more than three pages*)

FCQ one-page summary table (*see Strategies for Success Appendix D*)

Candidate's research/creative work statement (*no more than three pages*)

Candidate's leadership/service statement (*no more than three pages*)

Other materials supporting teaching (librarianship), research/creative work, and leadership/service should be placed in logical places in Binders #2 and #3. (*There has developed a tendency to place too much material in binders. The VCAC believes that clear, concise materials need to populate dossiers, and that too much material actually can be harmful to critical reading of a case.*)

Supporting teaching (librarianship) materials (*to be placed in supplementary binders*)

FCQs in separate binder number _____ (*schools and colleges have discretion in terms of very large courses, but need to submit unbiased, representative samples of FCQs*)

Other supporting teaching (librarianship) materials in separate binder number _____

Supporting research/creative work materials in separate binder number _____

- Supporting leadership/service materials in separate binder number _____**
- Primary Unit recommendation and vote** (see *Letter Writing Requirements for Dossiers**)
 - if vote is not unanimous, an explanation of negative votes is required and a minority report may be added** (*If there is no minority report, do not include an empty tabbed section*)
 - Primary Unit analysis of teaching (librarianship)** (*subcommittee report, if relevant*) (*Documentation requires peer reviews of teaching/librarianship, other multiple methods of evaluation, and critical, relevant teaching/librarianship analyses*)
 - Primary Unit analysis of research/creative work** (*subcommittee report, if relevant*)
 - Primary Unit analysis of leadership/service** (*subcommittee report, if relevant*)
- First level review/Dean's advisory/review committee recommendation and vote** (see *Letter Writing Requirements for Dossiers**) (*an independent analysis at this level is required*)
 - if vote is not unanimous, explanations and minority reports may be added** (*helpful, but not required*)
- Dean's recommendation** (see *Letter Writing Requirements for Dossiers**)
- Reconsideration recommendations**
 - (If the Dean's advisory/review committee or the Dean disagrees with the recommendation of the Primary Unit, the dossier is returned to the Primary Unit for reconsideration, after which the Primary Unit returns its reconsidered judgment to the Dean for further consideration.)*
 - Primary unit's reconsideration, if applicable**
 - Additional reconsideration and vote of the Dean's advisory/review committee and/or Dean, if applicable**
- External letters**
 - Two lists of suggested reviewers (candidate's and primary unit's), with indication of who responded**
 - Explanation of how reviewers were chosen**
 - Copy of the letter(s) sent to the external reviewers**
 - Number of reviewers meets requirements** **explanation if requirement not met**
 - Ratio meets requirements** **explanation if requirement not met**
 - Copies of External Reviewers' curriculum vitae** (*to be placed in a tabbed section separate from the external letters with clear separations between CVs*)

I have reviewed this candidate's dossier and affirm that it is comprised of _____ binders, is complete, and is consistent with University policy.

Dean's Signature _____ **Date** _____

*Note that **Letter Writing Requirements for Dossiers** carefully indicates the acceptable terms to evaluate performance at each level. Thus, reappointment/comprehensive review evaluation of teaching (librarianship), research/creative work, and leadership/service differ from promotion and tenure evaluations.