Appendix A
Faculty Hires with Tenure
Dossier Checklist

The primary unit must place this checklist in the front of the dossier.

___ 1. Current vita
___ 2. Evidence of meritorious or excellent teaching
___ 3. Examples of meritorious or excellent research or creative works
___ 4. Evidence of meritorious or excellent service.
___ 5. Criteria for tenure and for promotion to Associate Professor and to Professor at the candidate’s current institution

___ 6. Letters
   _____ a. Situation A: Copy of the official letter that granted the candidate tenure at his/her current institution
   _____ b. Situation B:
       _____ Copy of the official letter that granted the candidate tenure at his/her current institution
       AND
       _____ Three external letters of evaluation for promotion to the rank of Professor
   _____ c. Situation C:
       _____ Copy of the official letter that granted the candidate tenure at his/her current institution
       AND
       _____ Copy of the official letter that granted the candidate the rank of Professor at his/her current institution
   _____ d. Situation D:
       _____ Copy of the official letter that granted the candidate his/her current rank at his/her institution
       AND
       _____ Three external letters of evaluation for the award of tenure

___ 7. Primary unit letter
___ 8. First level review letter
___ 9. Dean’s letter
___ 10. Campus RTP Committee’s letter
___ 11. Provost’s recommendation
___ 12. Vote record sign-off sheet (provided by Provost’s office)
___ 13. Chancellor’s decision
___ 14. Personnel Recommendation Form