

**APPENDIX B**  
**Checklist / Table of Contents**

Candidate Name \_\_\_\_\_

Please name all electronic files exactly as listed below, including numbers.

Key:	R = Required	A = As Applicable	R/A	Uploaded to Electronic Dossier (✓)
<b>Item</b>				
<b>1.0</b>	<b>Introductory Information</b>			
1.1	Promotion / Tenure Proposal Form (Appendix A)		R	
1.2	Checklist / Table of Contents (Appendix B)		R	
1.3	Curriculum Vitae		R	
1.4	Department and/or College Criteria		R	
<b>2.0</b>	<b>Teaching Data</b>			
2.1	Candidate's Teaching Philosophy Statement		R	
2.2	Course List Table		R	
2.3	Graduate Student Committee History Table		A	
2.4	Mentoring Table		A	
2.5	Student Letters		R	
2.6	Department Policy on Peer Review of Teaching		R	
2.7	Peer Review Evaluations		R	
2.8	Teaching Grants, Awards, and Honors		A	
2.9	Teaching Evaluation (Summary Statement)		R	
<b>3.0</b>	<b>Scholarship Data</b>			
3.1	Candidate's Scholarship Philosophy Statement		R	
3.2	List of Publications and Creative Work		R	
3.3	Publication Outlet Evaluation and Citation Count		R	
3.4	List of Presentations		R	
3.5	Scholarly Awards and Honors		A	
3.6	Scholarly Grants (applied for and received)		R	
3.7	External Reviewer Letters		R	
3.8	Scholarly Publications (Electronic Dossier Only)		R	
3.9	Scholarship Evaluation (Summary Statement)		R	
<b>4.0</b>	<b>Service Data</b>			
4.1	Candidate's Service Philosophy Statement		R	
4.2	List of Service Activities		R	
4.3	Service Evaluation (Summary Statement)		R	
<b>5.0</b>	<b>Additional Letters, Reviews, and Recommendations</b>			
5.1	Faculty Letters		R	
5.2	Third-year and Annual Reviews		R	
5.3	Department Evaluation with Recommendation		R	
5.4	Local Committee Evaluation with Recommendation		R	
5.5	Dean Evaluation with Recommendation		R	
<b>6.0</b>	<b>Candidate Addendum</b>			
6.1	Addendum Materials		A	

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Dossier preparer comments, if any (*to explain any anomalies in the dossier*):

Dossier Preparer Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

*The above signature verifies that the guidelines have been followed with the understanding that non-compliance may result in the rejection of the dossier.*