

## APPENDIX B

### Checklist / Table of Contents Form

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

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

Key: R = Required      A = As Applicable			Uploaded to Electronic Dossier (✓)
Item		R/A	
<b>1.0</b>	<b><i>Introductory Information</i></b>		
1.1	Promotion Proposal Form (Appendix A)	R	<input type="checkbox"/>
1.2	Checklist / Table of Contents (Appendix B)	R	<input type="checkbox"/>
1.3	Explanation of Appointment	R	<input type="checkbox"/>
1.4	Curriculum Vitae	R	<input type="checkbox"/>
1.5	Department and/or Local Criteria	R	<input type="checkbox"/>
<b>2.0</b>	<b><i>Teaching Data</i></b>		
2.1	Candidate's Teaching Philosophy Statement	A	<input type="checkbox"/>
2.2	Course List Table	A	<input type="checkbox"/>
2.3	Graduate Student Committee History Table	A	<input type="checkbox"/>
2.4	Mentoring Table	A	<input type="checkbox"/>
2.5	Student Letters	A	<input type="checkbox"/>
2.6	Department Policy on Peer Review of Teaching	A	<input type="checkbox"/>
2.7	Peer Review Evaluations	A	<input type="checkbox"/>
2.8	Teaching Grants, Awards, and Honors	A	<input type="checkbox"/>
2.9	Teaching Summary Statement	A	<input type="checkbox"/>
<b>3.0</b>	<b><i>Data on Additional Activities as Required by Appointment</i></b>		
3.1	List of Publications, Creative Work and Presentations	A	<input type="checkbox"/>
3.2	List of Clinic and/or Administrative Activities	A	<input type="checkbox"/>
3.3	List of Service Activities	A	<input type="checkbox"/>
3.4	List of Other Activities	A	<input type="checkbox"/>
3.5	Relevant Grants, Awards, and Honors	A	<input type="checkbox"/>
3.6	Summary Statement of Additional Activities as Required by Appointment	A	<input type="checkbox"/>
<b>4.0</b>	<b><i>Additional Letters, Reviews, and Recommendations</i></b>		
4.1	Faculty Letters	A	<input type="checkbox"/>
4.2	Periodic and/or Annual Reviews	R	<input type="checkbox"/>
4.3	Department Evaluation with Recommendation	R	<input type="checkbox"/>
4.4	Local Committee Evaluation with Recommendation	R	<input type="checkbox"/>
4.5	Dean Evaluation with Recommendation	R	<input type="checkbox"/>
<b>5.0</b>	<b><i>Candidate Addendum</i></b>		
5.1	Addendum Materials	A	<input type="checkbox"/>

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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.*