APPENDIX B

Checklist / Table of Contents Form

Candidate Name _____

Please name all electronic files exactly as listed below, including numbers.
When the dossier is complete, all boxes should be checked and sections uploaded.

Key: R = Required   A = As Applicable

		R/A	**Uploaded to Electronic Dossier (✓)**
Item			
1.0	**Introductory Information**		
1.1	Promotion Proposal Form (Appendix A)	**R**	☐
1.2	Checklist / Table of Contents (Appendix B)	**R**	☐
1.3	Explanation of Appointment	**R**	☐
1.4	Curriculum Vitae	**R**	☐
1.5	Department and/or Local Criteria	**R**	☐
2.0	**Teaching Data**		
2.1	Candidate's Teaching Philosophy Statement	**A**	☐
2.2	Course List Table	**A**	☐
2.3	Graduate Student Committee History Table	**A**	☐
2.4	Mentoring Table	**A**	☐
2.5	Student Letters	**A**	☐
2.6	Department Policy on Peer Review of Teaching	**A**	☐
2.7	Peer Review Evaluations	**A**	☐
2.8	Teaching Grants, Awards, and Honors	**A**	☐
2.9	Teaching Summary Statement	**A**	☐
3.0	**Data on Additional Activities as Required by Appointment**		
3.1	List of Publications, Creative Work, and Presentations	**A**	☐
3.2	List of Clinic and/or Administrative Activities	**A**	☐
3.3	List of Service Activities	**A**	☐
3.4	List of Other Activities	**A**	☐
3.5	Relevant Grants, Awards, and Honors	**A**	☐
3.6	Summary Statement of Additional Activities as Required by Appointment	**A**	☐
4.0	**Additional Letters, Reviews, and Recommendations**		
4.1	Periodic and/or Annual Reviews	**R**	☐

Items 1.0 - 4.1 must be uploaded by October 30, 2024

		R/A	
4.2	Faculty Letters	**A**	☐
4.3	Department Evaluation with Recommendation (Required except for units without departments)	**R**	☐

Items 4.2 & 4.3 must be uploaded by November 5, 2024

4.4	Local Committee Evaluation with Recommendation	**R**	☐

Item 4.4 must be uploaded by November 19, 2024

4.5	Dean Evaluation with Recommendation	**R**	☐

Item 4.5 must be uploaded by December 10, 2024

5.0	**Candidate Addendum**		
5.1	Addendum Materials	**A**	☐

Addendum items must be provided to the Office of the Provost by December 12, 2024

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.