

APPENDIX B

Checklist / Table of Contents

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 / Tenure Proposal Form (Appendix A)	R	<input type="checkbox"/>
1.2	Checklist / Table of Contents (Appendix B)	R	<input type="checkbox"/>
1.3	Curriculum Vitae	R	<input type="checkbox"/>
1.4	Department and/or College / School Criteria	R	<input type="checkbox"/>
2.0	Teaching Data		
2.1	Candidate's Teaching Philosophy Statement	R	<input type="checkbox"/>
2.2	Course List Table	R	<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	R	<input type="checkbox"/>
2.6	Department Policy on Peer Review of Teaching	R	<input type="checkbox"/>
2.7	Peer Review Evaluations	R	<input type="checkbox"/>
2.8	Teaching Grants, Awards, and Honors	A	<input type="checkbox"/>
2.9	Teaching Summary Statement	R	<input type="checkbox"/>
3.0	Scholarship Data		
3.1	Candidate's Scholarship Philosophy Statement	R	<input type="checkbox"/>
3.2	List of Publications and Creative Work	R	<input type="checkbox"/>
3.3	Publication Outlet Evaluation and Citation Count	R	<input type="checkbox"/>
3.4	List of Presentations	R	<input type="checkbox"/>
3.5	Scholarly Awards and Honors	A	<input type="checkbox"/>
3.6	Scholarly Grants (applied for and received)	R	<input type="checkbox"/>
3.7	External Reviewer Letters	R	<input type="checkbox"/>
3.8	Scholarly Publications (Electronic Dossier Only)	R	<input type="checkbox"/>
3.9	Scholarship Summary Statement	R	<input type="checkbox"/>
4.0	Service Data		
4.1	Candidate's Service Philosophy Statement	R	<input type="checkbox"/>
4.2	List of Service Activities	R	<input type="checkbox"/>
4.3	Service Summary Statement	R	<input type="checkbox"/>
5.0	Additional Letters, Reviews, and Recommendations		
5.1	Third-year and Annual Reviews	R	<input type="checkbox"/>
<i>Items 1.0 - 5.1 must be uploaded by August 28, 2024</i>			
5.2	Faculty Letters	R	<input type="checkbox"/>
5.3	Department Evaluation with Recommendation	R	<input type="checkbox"/>
<i>Items 5.2 & 5.3 must be uploaded by September 16, 2024</i>			
5.4	Local Committee Evaluation with Recommendation	R	<input type="checkbox"/>
<i>Item 5.4 must be uploaded by October 2, 2024</i>			
5.5	Dean Evaluation with Recommendation	R	<input type="checkbox"/>
<i>Item 5.5 must be uploaded by October 23, 2024</i>			
6.0	Candidate Addendum		
6.1	Addendum Materials	A	<input type="checkbox"/>
<i>Addendum items must be provided to the Office of the Provost by October 28, 2024</i>			

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.