

## *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