

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