

CHECKLIST OF REQUIRED ITEMS FOR TENURE DOSSIER 2023

Items from the Faculty Member:

- _____ **Cover Sheet** – complete Form T1 and include the information for each year since initial tenure-track appointment. This form provides a quick summary of the candidate’s achievements.
- _____ **Curriculum Vitae** – include a current Curriculum Vitae (CV). The CV should minimally include Education, Prior Teaching Experience, other Professional Experience, Presentations and Publications, Honors and Recognitions, Funding Endeavors/Status and Consulting and Professional Activities.
- _____ **Annual Goals and Planning (AGP) (or where applicable, prior Agreement of Responsibilities (AOR))** – include AGPs/AORs since initial tenure-track appointment. This form outlines the various responsibilities of the faculty member as mutually agreed upon by the faculty member and administrator to whom he/she immediately reports. Since this form sets forth those areas in which the faculty member expects to be evaluated, the relative weights must be taken into account by the peers, the departmental/unit chair, and the dean of the college.
- _____ **Student Course Evaluations (IDEA)** – include Student Course Evaluations for all classes taught since initial tenure-track appointment. Place them in reverse chronologic order, starting with the most recent.
- _____ **Grade Distribution Reports** – include Grade Distribution Reports for all classes taught since initial tenure-track appointment. Place them in reverse chronologic order, starting with the most recent.
- _____ **Faculty Annual Report** - include Faculty Annual Reports documenting activities and effort with respect to his/her current AOR/AGP since initial tenure-track appointment. This report is to be compiled for each academic year since initial tenure-track appointment. Each academic unit is required to define an appropriate format for the Faculty Annual Report. At a minimum, the report format should provide documentation of the faculty member's activities and effort in the areas on teaching, advisement, research/scholarship/creative activity, service/outreach, and administration. Place them in reverse chronologic order, starting with the most recent.
- _____ **Summary of Annual Peer Evaluation of Tenure-Track Faculty** (Form AT2) in previous years – include all Form AT2 for tenure-track years 2-5 pre-tenure, or until candidate applies for tenure.