

Dossier Items for Combined Tenure and Promotion – Order and Presentation

USE THE MOST RECENT FORMS available via the faculty handbook. Ensure they are fully completed, signed, etc.

- _____ **Cover sheet** - Form **T1**
- _____ **Tenure Progress Narrative Sheet**
- _____ **Summary sheet** (letters from department/unit chair, dean, and provost shall be included as described in Policy 205) Forms **T2/P2**

- _____ **Check-off Lists** - Forms **T3/P3**
- _____ **List of Peers**– Form **T4/P4**
- _____ **Curriculum Vitae** minimally of the last 5 years or since initial employment to include at least education, prior teaching, other professional experience, presentations, publications, honors, recognitions, funding endeavors and status, consulting, and professional activities *
- _____ **Agreement on Responsibilities (AOR) / Annual Goals and Planning Document (AGP)** include the last 5 years or since initial employment, whichever is shorter; chronological order starting with the most recent *
- _____ **Student Evaluations** include all classes in the last 5 years or since initial employment, whichever is shorter; chronological order starting with the most recent *
- _____ **Grade Distribution Reports** include all classes in the last 5 years or since initial employment, whichever is shorter; chronological order starting with the most recent *
- _____ **Faculty Annual Reports** include the last 5 years or since initial employment, whichever is shorter; chronological order starting with the most recent *
- _____ **Additional Materials** (optional) related to teaching, research/scholarship, and service/outreach
- _____ **Summary of Annual Peer Evaluation of Tenure-Track Faculty** from each tenure-track year; chronological order starting with the most recent * - Form **AT2**
- _____ **Letters from the Peers** if submitted in response to Forms **T5/P5**
- _____ **Letters from the Non-Peers** if submitted in response to **Forms T6, P6/P6a**
- _____ **Letters from Former Students** if submitted in response to **Forms T7/P7**
- _____ **Letters from Advisees** if submitted in response to **Forms T8/P8**
- _____ **Report(s) on the Dossier** signed and dated by the committee chair(s). If the T&P committees have the same chair, submit one report.
- _____ **Ballots** include the bottom portion of each ballot for both the Tenure vote and Promotion vote (2 sets of ballots) from Forms **T10/P10**.
- _____ **Summary of the Discussions** from peer meetings and compilation of Forms **T10/P10** evaluations
- _____ **Letters to Candidate Transmitting Votes** one letter for each or a combined letter if the T&P committees have the same chair - Forms **T11/P11**

- Use a 3-ring binder, 2” or 3”
- Use tab dividers for each entry above except combine letters from chair, administrator, peers, and non-peers
- Label binder cover and spine with “Promotion and Tenure Dossier for [name], [department/unit]”
- Another binder may be necessary for other relevant information

* *Submit only one set of each*

Last revised: September 19, 2023