

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.

_____ **Form T1 – Cover sheet**

_____ **Forms T2, P18 – Summary sheet** (letters from department/unit chair, dean, and provost shall be included as described in Policy 205)

_____ **Forms T3, P1, P2 – Flow & Check-off Lists**

_____ **Form T4, typed list for promotion – List of Peers**

_____ **Forms T5, P3 – Lists of required items**

_____ **Curriculum Vitae** 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) (also Form P4)** 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 (also Form P5)** 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

_____ **Form AT2 – Summary of Annual Peer Evaluation of Tenure-Track Faculty** from each tenure-track year; chronological order starting with the most recent *

_____ **Forms T6/T6a, P6 – Letter to Eligible Faculty Member**

_____ **Letters from the Peers** if submitted in response to Forms **T7, P7**.

_____ **Letters from Departmental/Unit Chair** if submitted in response to Forms **T8, P8**.

_____ **Letters from the Administrator** if submitted in response to Forms **T9, P9**.

_____ **Letters from the Non-Peers** if submitted in response to **Forms T10, P10, P11**

_____ **Letters from Former Students** if submitted in response to **Forms T11, P12**

_____ **Letters from Advisees** if submitted in response to **Forms T12, P13**

_____ **Report(s) on the Dossier** (also see **Form P14**) signed and dated by the committee chair(s). If the T&P committees have the same chair, submit one report.

_____ **Ballots from Forms T14, P16** include the bottom portion of each ballot for both the Tenure vote and Promotion vote (2 sets of ballots)

_____ **Summary of the Discussions** from peer meetings and compilation of Forms T14, P16 evaluations

_____ **Forms T15, P17 – Letters to Candidate Transmitting Votes** one letter for each or a combined letter if the T&P committees have the same chair

- 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
- Plastic sheet protectors are optional; if used, do not place more than one sheet in each
- 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: August 29, 2019