

## PREFERRED ORDER OF REQUIRED MATERIALS FOR TENURE AND PROMOTION DOSSIERS

### EITHER TENURE OR PROMOTION

1. Form T18 / P18
2. Form T1 / P1
3. Form T2 / P2
4. Form T3 / P3 (incl. Student Evaluations & Grade Distribution Reports)
5. Form T4 / P4
6. Form T5 / P5
7. Form T6 / P6
8. Report on the Dossier
9. Form T16 / P16
10. Summary of the Discussion
11. Form T17 / P17
12. Letter from the Departmental Chairperson
13. Additional Items

### TENURE AND PROMOTION

#### **Combined Dossier**

All forms and documents for both Tenure and Promotion will be in the same order as the list to the left. Where Tenure and Promotion have different requirements, the item must satisfy the greater requirements of Tenure.

For example: Student Evaluations & Grade Distributions

#### **Separate Dossiers**

The associated Tenure and Promotion forms should be included in the respective dossiers. Items that are relevant to both dossiers- student evaluations, grade distributions, etc.- should be included in the Tenure dossier and the location referenced in the Promotion dossier.

Items that are specific to either Tenure or Promotion- ballots, summary of discussion, etc.- should be included in the appropriate dossier.

### **Suggestions for Assembling Dossiers**

The recommended method of presentation is with one (or two) 2" - 3" binders.

Clearly label each section so that the required documents and forms are easy for reviewers to find and reference.

Avoid placing multiple documents, such as student evaluations, in a single page protector so that they must be removed in order to be reviewed.

Avoid unnecessary duplication. Follow the guidelines in the right column when using two separate dossiers for Tenure and Promotion.

Use the Checklist of Required Items provided to ensure all appropriate documents and forms are included.