

## 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, P18**
  - \_\_\_\_\_ **Flow & Check-off Lists** - Forms **T3, P1, P2**
  - \_\_\_\_\_ **List of Peers** typed list for promotion – Form **T4,**
  - \_\_\_\_\_ **Lists of required items** - Forms **T5, P3**
  - \_\_\_\_\_ **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
  - \_\_\_\_\_ **Summary of Annual Peer Evaluation of Tenure-Track Faculty** from each tenure-track year; chronological order starting with the most recent \* - Form **AT2**
  - \_\_\_\_\_ **Letter to Eligible Faculty Member** - Forms **T6/T6a, P6**
  - \_\_\_\_\_ **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** include the bottom portion of each ballot for both the Tenure vote and Promotion vote (2 sets of ballots) from Forms **T14, P16**
  - \_\_\_\_\_ **Summary of the Discussions** from peer meetings and compilation of Forms **T14, P16** evaluations
  - \_\_\_\_\_ **Letters to Candidate Transmitting Votes** one letter for each or a combined letter if the T&P committees have the same chair - Forms **T15, P17**
- 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 7, 2022*