

## HOMEWOOD ACADEMIC COUNCIL

### Dossier Checklist for Appointments/Promotions that Confer Tenure

Candidate: \_\_\_\_\_ Rank: \_\_\_\_\_

Department: \_\_\_\_\_ Effective Date: \_\_\_\_\_

External Evaluations: Department list \_\_\_\_\_ Ad Hoc Committee list \_\_\_\_\_ Total \_\_\_\_\_

#### Candidate Documents

- ☐ CV (current and dated)
    - ☐ Awards, fellowships and recognition
    - ☐ Co-authors and page numbers/DOI for all scholarly publications
    - ☐ Description of work in progress or in press/status of book manuscripts
    - ☐ List of invited talks and presentations
    - ☐ List of courses taught each semester
    - ☐ List of students mentored/advised
    - ☐ List of grants and contracts with PI status, agency, dates and levels of funding
    - ☐ List of service to department, university and profession
  - ☐ Teaching statement
  - ☐ Research statement
  - ☐ Service statement (optional)
  - ☐ Representative work
  - ☐ Book reviews or reader's reports
  - ☐ Course evaluations
  - ☐ Course evaluation summary
  - ☐ Sample syllabi (optional)
  - ☐ COVID impact statement (optional)
- For external hires:*
- ☐ Letters of recommendation (if submitted with application)
  - ☐ Application cover letter (if applicable)

#### Department Documents

- ☐ Request for an ad hoc committee
    - ☐ Tally of faculty vote
    - ☐ Scholarly achievements as seen by members of the department
    - ☐ Fit of research area with long-range plans of department, school and university
    - ☐ Impact and comparison with peers in the field
    - ☐ Evaluation of candidate's teaching, mentoring and service
    - ☐ Description of how referees were selected including candidate's involvement
- For external hires:*
- ☐ Process by which candidate was identified
  - ☐ Candidate's current institution rank and tenure status
  - ☐ Description of how letters of recommendation were collected and at what stage (if applicable)
- ☐ Referee list (use template)
  - ☐ Referee bios (standing in field, basis of selection, relationship with candidate)
- For external hires:*
- ☐ Letters of recommendation (if solicited by search committee or department)
  - ☐ Affirmative action report
  - ☐ Job postings/ advertisements
  - ☐ Sample correspondence with outside colleagues regarding job posting
- OR-
- ☐ Explanation of circumstances of search (i.e. target of opportunity)

#### Ad Hoc Committee Documents

- ☐ Sample letter to referees
- ☐ Referee declinations
- ☐ Referee correspondence
- ☐ Ad hoc committee report (use template)
- ☐ Referee list (use template)
- ☐ Referee bios (including those who did not write a letter)