

The dossier can be viewed in Interfolio RPT via this [link](#)

## HOMEWOOD ACADEMIC COUNCIL

### Dossier Checklist for Promotion to Full Professor

Candidate: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Department: \_\_\_\_\_ # of External Evaluations: \_\_\_\_\_

#### 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
- ☐ Sample syllabi (optional)
- ☐ COVID impact statement (optional)

#### Department Documents

- ☐ Course evaluations
- ☐ Course evaluation summary
- ☐ Request to Dean's Office
  - ☐ 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
  - ☐ Comparison with peers in the field
  - ☐ Evaluation of teaching and mentoring/advising
  - ☐ Service to department, university and profession
  - ☐ Any relationships between voting faculty and candidate that might be perceived as a conflict of interest or source of bias
- ☐ Referee report
  - ☐ Statement of the basis on which referees were selected
  - ☐ Possible reasons for failure of referees to respond
  - ☐ Pertinent information on the standing of referees in their fields (including those not responding)
  - ☐ Indication of any special relationship between referees and the candidate
  - ☐ Role of the Dean in referee selection
  - ☐ Description of how referees were selected including candidate's involvement
  - ☐ Identify referees who previously provided an evaluation letter (i.e. for tenure review)
- ☐ Referee list (use template)
- ☐ Sample of letter to referees
- ☐ Referee declinations
- ☐ Correspondence with all referees
- ☐ External evaluations

#### Dossier Updates

- ☐ CV ☐ Teaching evaluations