

## Timeline and Checklist for Tenure/Tenure-track Dossier Preparation

In the College of Education, the candidate's dossier is submitted electronically for review by the Departmental Review Committee, the Department Chair, the College Review Committee, and the Dean. Additionally, an abbreviated paper version of the dossier that includes the required elements from Academic Affairs is prepared for review by the Provost. The Department Chair is responsible for preparing the paper version of the materials to be sent to the provost and will forward the paper file to the Dean's Office when departmental-level reviews are completed. In the chart below, the elements of the dossier, the person responsible for completing and including those elements, deadlines for submission, and whether the elements are included only in the electronic submission or in both the electronic and paper submissions are noted. Each of the required elements has been described in the previous pages.

If significant new information is received by the candidate after the September 1 submission date, the candidate may request that the Chair add the new material to the dossier. The Chair will notify the appropriate committee if new material is added. No additional material may be added after the close of the Fall semester.

Elements	Person Responsible	Deadline	Electronic Submission	Paper Submission
AA-20 Cover Form with signatures and votes recorded	Chair	Oct. 15		X
AA-27 Affirmative Action Form	Chair	Oct. 15		X
Vita*	Candidate	Sept. 1*	X	X
Candidate's narrative statement/self assessment*	Candidate	Sept. 1*	X	X
Copies of prior annual evaluations (3 years)	Chair	Sept. 1	X	X
Copies of prior reappointment, promotion and tenure recommendations of Dean (if applicable)	Chair	Sept. 1	X	X
Course syllabi	Candidate	Sept. 1	X	
Student evaluations of instruction	Chair	Sept. 1	X	
Peer observation reports	Chair	Sept. 1	X	
Survey of students for whom candidate has provided guidance	Chair	Sept. 1	X	
Chart of master's and doctoral committee service	Candidate	Sept. 1	X	X
Chart- course & curriculum contributions	Candidate	Sept. 1	X	X
Chart – teaching assignments	Candidate	Sept. 1	X	X
5 research publications	Candidate	Sept. 1*	X	
External reviews of research*	Chair	Sept. 1*	X	X
Chart of external reviewers of research*	Chair	Sept. 1*	X	X
Chart- published and <i>in press</i> work, including evidence of quality and impact	Candidate	Sept. 1	X	X
Chart – works in progress	Candidate	Sept. 1	X	X
Chart – external funding	Candidate	Sept. 1	X	X
Description of 5 most significant service contributions, with evaluation of quality and impact	Candidate	Sept. 1	X	
External reviews of quality and impact of service*	Chair	Sept. 1*	X	X
Chart of external reviews of service/outreach/engagement	Chair	Sept. 1	X	X
DRC recommendation letter to Department Chair	DRC Chair	Oct. 15	X	X
Department Chair's recommendation letter to Dean	Chair	Nov. 1	X	X
CRC recommendation letter to Dean	CRC Chair	Dec. 1	X	X
Dean's recommendation letter to Provost	Dean	Jan. 2	X	X

\*Candidates for promotion/tenure must work with their Chair to develop a list of external reviewers to be solicited by the Chair for external reviews. By **June 1**, candidates must provide advance copies of the following materials to their Chair so that the Chair can send these materials to external reviewers who have

agreed to conduct reviews: Vita; research narrative; service narrative. These elements may be revised/updated for the September 1 dossier submission.

Candidates are encouraged to schedule a meeting with their Chair on or around August 15 to review this checklist and ensure that all documents are in the dossier or will be added before the due dates (above).