

Candidate Name: \_\_\_\_\_ Department: \_\_\_\_\_ Promotion to Rank: \_\_\_\_\_

**DOSSIER CHECKLIST for INTERNAL PROMOTION**

*For a detailed explanation of required documentation, please see  
'General Guidelines for Internal Promotion Dossiers'*

**All attachments provided must be named/labeled with a brief and accurate description.** The total number of separate attachments provided per action may not exceed fifteen (15) total attachments. Longer documents must be combined into PDFs of a similar nature.

1. \_\_\_\_\_ Chair's Letter
2. \_\_\_\_\_ CV
3. \_\_\_\_\_ List of Supervised Graduate and Undergraduate Students – for the period under review, unless listed on CV
4. \_\_\_\_\_ Grant Support – for the period under review
5. \_\_\_\_\_ Department Guidelines on Tenure or Department Guidelines on Promotion to Full
6. \_\_\_\_\_ Candidate's Personal Statements – Teaching Statement may be included in Teaching Portfolio
7. \_\_\_\_\_ Departmental Committee Report
8. \_\_\_\_\_ Copies of Annual Evaluation Letters by Department Chair – for period under review (one pdf)
  - a. \_\_\_\_\_ Include the Third Year Review Letter – Chair's letter to the candidate concerning re-appointment and the results of the review (Tenure dossiers ONLY)
9. \_\_\_\_\_ Submitted Publications – only publications for period under review
  - a. \_\_\_\_\_ List of Submitted Publications (first document in pdf)
  - b. \_\_\_\_\_ Candidate's Submitted Publications – for period under review
10. \_\_\_\_\_ Published Review(s) of candidate's written work (if applicable)
11. \_\_\_\_\_ External Referee List
12. \_\_\_\_\_ External Referee Letters (one pdf)
  - a. \_\_\_\_\_ Letter of Solicitation to External Referees (first document in pdf)
  - b. \_\_\_\_\_ Letters from External Referees
13. \_\_\_\_\_ Documentation of Teaching Effectiveness – for period under review (one pdf)
  - a. \_\_\_\_\_ Course Enrollment/Teaching Sheet
  - b. \_\_\_\_\_ Peer Evaluations of Teaching – a minimum of 3 from different AYs
  - c. \_\_\_\_\_ Teaching Portfolio including teaching materials (teaching statement can be included here or above)
  - d. \_\_\_\_\_ All OMET Evaluations – for period under review
14. \_\_\_\_\_ Department Vote Ballots
  - a. \_\_\_\_\_ Ballot Tally
  - b. \_\_\_\_\_ Ballot Key (including faculty names)
  - c. \_\_\_\_\_ Individual ballots if vote was taken by ballot