

DOSSIER ORGANIZATION CHECKLIST

Name: _____ Department _____ Action: Tenure _____ Promotion: Associate _____ Full _____

College cover sheet [Supplied by CLA]

BOOKMARK 1 CANDIDATE INFORMATION

Standard Biographical Data Sheet (Provost website: Forms) <http://www.auburn.edu/academic/provost/forms.html>

Letter of Offer for Employment

Percent time and effort for the past three academic years

List of Honors and Awards

BOOKMARK 2 SCHOLARLY CONTRIBUTIONS

TEACHING:

Courses taught last 3 academic years (include number of students and lecture/lab hours per week)

Graduate students (alumni)

Graduate students (currently on committees)

Courses and curricula developed

Teaching grants

Teaching publications

Other teaching contributions

Statement of philosophy (1 page limit)

RESEARCH/CREATIVE WORK:

Books (include % Contribution) *[To provide a quality review please provide as much information as possible regarding quality of publisher]*

Article-length publications (distinguish by type; include book chapters here; include % Contribution) *[To provide a quality review please provide as much information as possible regarding acceptance rates, impact factor, citation indexes, journal rank in discipline, etc.]*

Papers & lectures (distinguish by type)

Exhibitions (distinguish by type)

Performances (distinguish by type)

Patents & inventions

Other research/creative contributions

Grants & contracts

Description of scholarly program (1 page limit)

OUTREACH:

Commentary (Description, Mission, Scholarship, Impact) (5 page limit on entire commentary; Statement of Impact is optional-2 page limit)

Activities and Products (Instructional Activities, Technical Assistance, Outreach Publications, Electronic Products, Other

Products, Copyrights/Patents/Inventions/Contracts/Grants/Gifts)

SERVICE:

University service (distinguish by levels) University, College, Department

Professional service

BOOKMARK 3 INFORMATION FROM DEPARTMENT CHAIR/HEAD/SCHOOL DIRECTOR

TEACHING:

Student evaluations: Include one from each of the past three academic years

For each class, include:

A copy of the questions asked

A summary indicating the spread of numerical responses to all questions

All student comments in unedited form (place in appendix)

Grade distribution

Peer evaluations: Include one from each of the past three academic years

Peer evaluations

Letters from thesis students

RESEARCH/CREATIVE WORK:

Statement of Support

Assessment of Journal Quality – rankings in the field if available

OUTREACH:

Statement of Mission's appropriateness to unit and how it reflects scholarship

Letters of evaluation (past 5 years)

SERVICE:

Letters regarding service on committees

BOOKMARK 4 EXTERNAL LETTERS

Confidential Letters from Outside Reviewers

Summary of Outside Reviewers' Credentials (required; 1 page limit per reviewer)

BOOKMARK 5 EXTENSION AND THIRD YEAR REVIEW EVALUATION (include bookmark and mark N/A if not applicable)

Approved extension of probationary period (optional but strongly recommended, if applicable)

Third year review evaluation (to be included for probationary faculty only, if applicable)

BOOKMARK 6 DEPARTMENT FACULTY SUMMARY LETTER

BOOKMARK 7 DEPARTMENT CHAIR/HEAD/SCHOOL DIRECTOR'S LETTER

BOOKMARK 8 CANDIDATE'S RESPONSE LETTER

Candidate's Response Letter to Department Chair/Head/School Director's Letter and Department Faculty Letter

BOOKMARK 9 COLLEGE COMMITTEE'S AND CANDIDATE'S RESPONSE LETTERS

College Committee's Letter

Candidate's Response Letter to Dean's Letter and College Committee's Letter

BOOKMARK 10 DEAN'S LETTER

BOOKMARK 11 APPENDICES

Proof of acceptance of publications in press or publications of which acceptance is conditional

Internal and External Letters (not external review letters that are supplied by Department Chair/Head/School Director)

Selected publications, grant proposals, or other evidence of scholarship (optional: candidate's decision)

Approved Departmental Guidelines

Student comments from teaching evaluations

Other (optional: candidate's decision)

This checklist was developed as a tool to assist faculty members with the assembly of the P&T dossier. It is not a mandate and does not replace the policies found in the *Faculty Handbook*. Consult the *Faculty Handbook* for more specific information regarding the P&T process and the assembly of the P&T dossier.