

CHECKLIST FOR CoMC CONTINUING APPOINTMENT DOSSIER

Document	Who provides?	Additional instructions	✓
Cover page	Candidate	Include in initial dossier	
Signed statement of access to policies and dossier	Candidate (ADAF provides template)	Include in initial dossier, without signature	
Recommendations and signatures page	Candidate (template in OP 32.01B)	Leave this blank in initial dossier	
Dean's letter	Dean	Will be added before submission to Provost	
ADAF letter	ADAF	Will be added before submission to Dean	
Chair's letter	Chair	Will be added before submission to College Tenure & Promotion Committee	
Vita	Candidate	Include in initial dossier	
Candidate's original offer letter	Candidate	Include in initial dossier	
Basic Information	Candidate	Include in initial dossier (complete the form in dossier template)	
Applicant's summary of teaching success: <ol style="list-style-type: none"> 1. Statement of teaching philosophy 2. List of courses and sample syllabi 3. Sample materials – handouts, study guides, exams, assignments 4. Applicant's instructional training professional development 5. Teaching evaluation summary and peer evaluations 6. Letters of recommendation 7. Teaching videos (if applicable) 	Candidate—consult with chair and ADAF regarding optional supporting information	Include in initial dossier (30-page total is the maximum for this section)	
Annual faculty evaluations (final signed versions)	Candidate	Include in initial dossier, in reverse chronological order	
Unsigned ballot comments	ADAF	ADAF will add when available	