CHECKLIST FOR CoMC PROMOTION 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— chair adds publication ratings before submission to Faculty Tenure & Promotion Committee	
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 summaries: • Teaching (include narrative statement, peer observations, one-page summary of evaluation scores, and excerpts from student comments) • Professional Excellence & Currency (include narrative statement, followed by optional supporting information) • Service (include narrative statement, followed by optional supporting information)	Candidate—consult with chair and ADAF regarding optional supporting information	Include in initial dossier (20-page total is the maximum for this section)	
Annual faculty evaluations (final signed versions), and third-year review	Candidate	Include in initial dossier, in reverse chronological order	
Unsigned ballot comments	ADAF	ADAF will add when available	
Appendix: sample of work in professional excellence and currency	Candidate	This appendix will be used only for college review—will be removed when we send dossier to provost	