

CHECKLIST FOR CoMC TENURE AND PROMOTION DOSSIER

Document	Who provides?	Additional instructions	✓
Cover page	Candidate	Include in initial dossier	
Recommendations and signatures page	Candidate (template in OP 32.01B)	Leave this blank in initial dossier	
Signed statement of access to policies and dossier	Candidate (ADAF provides template)	Include in initial dossier, without signature	
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	
Letter from Associate Dean for Research & Sponsored Projects	Candidate requests from ADRSP (this letter documents external funding activity)	Include in initial dossier	
Selection and Qualifications of External Reviewers	Candidate, in consultation with chair	Include in initial dossier	
Letters from external reviewers	Chair provides to candidate	Include in initial dossier	
Candidate's original offer letter	Candidate	Include in initial dossier	
Basic Information	Candidate	Include in initial dossier (see Item 3 in Texas Tech OP 32.01B for template)	
Applicant's summaries: <ul style="list-style-type: none"> • <u>Teaching</u> (include narrative statement, peer observations, one-page summary of evaluation scores, and excerpts from student comments) • <u>Research</u> (include narrative statement, followed by optional supporting information) • <u>Service</u> (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 reports, chair evaluations, and third-year review	Candidate	Include in initial dossier, in reverse chronological order	
Unsigned ballot comments	ADAF	ADAF will add when available	
Appendix: full text digital versions of all peer-reviewed publications that appear on the CV (for promotion to full professor, only include publications since tenure)	Candidate	This appendix will be used only for college review—will be removed when we send dossier to provost	