DOSSIER ORGANIZATION CHECKLIST

Name: ___________ Department _______ Action: Tenure __ Promotion: Associate __ Full __

BOOKMARK 1 CANDIDATE INFORMATION

College cover sheet [Supplied by CLA]

- 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 factors, citation indexes, journal impact, 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 level) 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.