

<p>01 Review Documents (Department/College)</p>	<p>02 External Review (Department/College) 02a Reviewer 1 02b Reviewer 2 02c reviewer 3 02d reviewer 4</p>
<p>In the <b>01 Review</b> folder, include:</p> <ul style="list-style-type: none"> <li>• Evaluation Letters</li> <li>• Correspondence Among Reviewers</li> <li>• Requests for Information from Candidate</li> <li>• Responses of Candidate</li> </ul> <p>Number each document consecutively with a description of the document: 01aDeptCommitteeRequestForInformation 01bCandidateResponse 01cDeptCommitteeEvaluationLetter 01dDeptHeadEvaluationLetter Etc.</p>	<p>In the <b>02 External Reviews</b> folder include:</p> <ul style="list-style-type: none"> <li>• Information on Reviewer Selection</li> <li>• Review Solicitation Letter</li> <li>• External Reviewers' Letters</li> <li>• Bio-sketch of Reviewers</li> </ul> <p>Use a different folder for each reviewer named Reviewer1, Reviewer2, etc. in which to place the external reviewer's bio-sketch and letter. All reviews received must be included in the dossier. A minimum of four reviews are required for tenure and promotion candidates. External reviews are not required for retention candidates.</p>
<p>03 Internal Reviews (Department/College)</p>	<p>04 Assignment Performance 04a Letter of Hire 04b Annual Reviews 04c Prior University Reviews (Office of the Provost))</p>
<p>See department/school/college Role and Scope documents for internal review requirements. If being used, the <b>03 Internal Review</b> folder should include:</p> <ul style="list-style-type: none"> <li>• Information on Reviewer Selection</li> <li>• Review Letters, Teaching Observations</li> </ul> <p>Use a different folder for each reviewer named Reviewer1, Reviewer2, etc. in which to place the internal reviewer's bio-sketch and review letter. All reviews received must be included in the dossier.</p>	<p>In the <b>04 Assignment Performance</b> folder include:</p> <ul style="list-style-type: none"> <li>• Candidate's letter of hire: Place in Letter of Hire folder</li> <li>• Annual reviews: <ul style="list-style-type: none"> <li>○ Place a copy of all annual reviews conducted during the candidate's review period in the Annual Review folder</li> <li>○ Name files consecutively by year</li> </ul> </li> <li>• Prior University Reviews: <ul style="list-style-type: none"> <li>○ For Retention candidates, leave the Prior University Reviews folder empty</li> <li>○ For Tenure candidates, save copies of the evaluation letters from all levels of candidate's Retention review in the Prior University Reviews folder</li> <li>○ For Promotion to rank of Professor candidates, save copies of the evaluation letters from all levels of candidate's Tenure review the Prior University Reviews folder</li> </ul> </li> </ul>

05 Curriculum Vitae (Candidate)	06 Personal Statement (Candidate)
07 Integration Narrative (Candidate)	08 Teaching Narrative and Materials 08a Teaching Materials 08b Student Course Evaluations (Candidate)
	In the <b>08 Teaching Narrative and Materials</b> folder, include: <ul style="list-style-type: none"> <li>• Self-evaluation of teaching performance over the review period (lone document)</li> <li>• Teaching materials as required by Role and Scope (separate folder)</li> <li>• Student and/or constituent evaluations of courses, seminars, workshops, etc. as required by Role and Scope (separate folder)</li> </ul>
09 Scholarship Narrative and Materials (Candidate)	10 Service Narrative and Materials (Candidate)
In the <b>09 Scholarship Narrative and Materials</b> folder, include: <ul style="list-style-type: none"> <li>• Self-evaluation of scholarship over the review period (lone document)</li> <li>• Statement of contribution to multi-investigator projects and publications (lone document)</li> <li>• Scholarship materials as required by Role and Scope (separate folder)</li> </ul> Only works published or accepted for publication during the review period may be considered in tenure and promotion cases.	
11 Professional Development (Candidate)	12 Appendix (Candidate)
	This is a list of materials only. Describe material (film, manuscript etc.) and where the physical materials are located (Department Office, etc.) <b>DO NOT ADD ANY OTHER DOCUMENTS.</b>
Additional required documents outside of folders: (Department/College and Candidate) <ul style="list-style-type: none"> <li>• Candidate Cover Sheet</li> <li>• Department role and Scope</li> <li>• College Role and Scope</li> <li>• Vote Tally (Leave as Word document)</li> </ul>	Updated: 5/21/2024