

APPENDIX B

Checklist / Table of Contents Form

Candidate Name _____

Please name all electronic files exactly as listed below, including numbers.

When the dossier is complete, all boxes should be checked and sections uploaded.

Key:	R = Required	A = As Applicable	R/A	Uploaded to Electronic Dossier (✓)
Item				
1.0	Introductory Information			
1.1	Promotion Proposal Form (Appendix A)		R	<input type="checkbox"/>
1.2	Checklist / Table of Contents (Appendix B)		R	<input type="checkbox"/>
1.3	Explanation of Appointment		R	<input type="checkbox"/>
1.4	Curriculum Vitae		R	<input type="checkbox"/>
1.5	Department and/or Local Criteria		R	<input type="checkbox"/>
2.0	Teaching Data			
2.1	Candidate's Teaching Philosophy Statement		A	<input type="checkbox"/>
2.2	Course List Table		A	<input type="checkbox"/>
2.3	Graduate Student Committee History Table		A	<input type="checkbox"/>
2.4	Mentoring Table		A	<input type="checkbox"/>
2.5	Student Letters		A	<input type="checkbox"/>
2.6	Department Policy on Peer Review of Teaching		A	<input type="checkbox"/>
2.7	Peer Review Evaluations		A	<input type="checkbox"/>
2.8	Teaching Grants, Awards, and Honors		A	<input type="checkbox"/>
2.9	Teaching Summary Statement		A	<input type="checkbox"/>
3.0	Data on Additional Activities as Required by Appointment			
3.1	List of Publications, Creative Work, and Presentations		A	<input type="checkbox"/>
3.2	List of Clinic and/or Administrative Activities		A	<input type="checkbox"/>
3.3	List of Service Activities		A	<input type="checkbox"/>
3.4	List of Other Activities		A	<input type="checkbox"/>
3.5	Relevant Grants, Awards, and Honors		A	<input type="checkbox"/>
3.6	Summary Statement of Additional Activities as Required by Appointment		A	<input type="checkbox"/>
4.0	Additional Letters, Reviews, and Recommendations			
4.1	Periodic and/or Annual Reviews		R	<input type="checkbox"/>
<i>Items 1.0 - 4.1 must be uploaded by October 29, 2025</i>				
4.2	Faculty Letters		A	<input type="checkbox"/>
4.3	Department Evaluation with Recommendation (Required except for units without departments)		R	<input type="checkbox"/>
<i>Items 4.2 & 4.3 must be uploaded by November 4, 2025</i>				
4.4	Local Committee Evaluation with Recommendation		R	<input type="checkbox"/>
<i>Item 4.4 must be uploaded by November 18, 2025</i>				
4.5	Dean Evaluation with Recommendation		R	<input type="checkbox"/>
<i>Item 4.5 must be uploaded by December 8, 2025</i>				
5.0	Candidate Addendum			
5.1	Addendum Materials		A	<input type="checkbox"/>
<i>Addendum items must be provided to the Office of the Provost by December 11, 2025</i>				

Dossier preparer comments, if any (to explain any anomalies in the dossier):

Dossier Preparer Name (print) _____ Signature _____

The above signature verifies that the guidelines have been followed with the understanding that non-compliance may result in the rejection of the dossier.