

APPENDIX B
Checklist / Table of Contents

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 / Tenure Proposal Form (Appendix A)		R	<input type="checkbox"/>
1.2	Checklist / Table of Contents (Appendix B)		R	<input type="checkbox"/>
1.3	Curriculum Vitae		R	<input type="checkbox"/>
1.4	Department and/or College / School Criteria		R	<input type="checkbox"/>
2.0	Teaching Data			
2.1	Candidate's Teaching Philosophy Statement		R	<input type="checkbox"/>
2.2	Course List Table		R	<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		R	<input type="checkbox"/>
2.6	Department Policy on Peer Review of Teaching		R	<input type="checkbox"/>
2.7	Peer Review Evaluations		R	<input type="checkbox"/>
2.8	Teaching Grants, Awards, and Honors		A	<input type="checkbox"/>
2.9	Teaching Summary Statement		R	<input type="checkbox"/>
3.0	Scholarship Data			
3.1	Candidate's Scholarship Philosophy Statement		R	<input type="checkbox"/>
3.2	List of Publications and Creative Work		R	<input type="checkbox"/>
3.3	Publication Outlet Evaluation and Citation Count		R	<input type="checkbox"/>
3.4	List of Presentations		R	<input type="checkbox"/>
3.5	Scholarly Awards and Honors		A	<input type="checkbox"/>
3.6	Scholarly Grants (applied for and received)		R	<input type="checkbox"/>
3.7	External Reviewer Letters		R	<input type="checkbox"/>
3.8	Scholarly Publications (Electronic Dossier Only)		R	<input type="checkbox"/>
3.9	Scholarship Summary Statement		R	<input type="checkbox"/>
4.0	Service Data			
4.1	Candidate's Service Philosophy Statement		R	<input type="checkbox"/>
4.2	List of Service Activities		R	<input type="checkbox"/>
4.3	Service Summary Statement		R	<input type="checkbox"/>
5.0	Additional Letters, Reviews, and Recommendations			
5.1	Third-year and Annual Reviews		R	<input type="checkbox"/>
<i>Items 1.0 - 5.1 must be uploaded by August 27, 2025</i>				
5.2	Faculty Letters		R	<input type="checkbox"/>
5.3	Department Evaluation with Recommendation		R	<input type="checkbox"/>
<i>Items 5.2 & 5.3 must be uploaded by September 15, 2025</i>				
5.4	Local Committee Evaluation with Recommendation		R	<input type="checkbox"/>
<i>Item 5.4 must be uploaded by October 8, 2025</i>				
5.5	Dean Evaluation with Recommendation		R	<input type="checkbox"/>
<i>Item 5.5 must be uploaded by October 22, 2025</i>				
6.0	Candidate Addendum			
6.1	Addendum Materials		A	<input type="checkbox"/>
<i>Addendum items must be provided to the Office of the Provost by November 3, 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.