DOSSIER ORGANIZATION CHECKLIST

Name: ___________________________ Department: ____________ Action: Promotion to Associate Clinical Professor ____ Clinical Professor ____

College cover sheet [Supplied by CLA]

BOOKMARK 1 CANDIDATE INFORMATION

- 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 including clinical rounds, clinical clerkships/practicums (include no. of students and lecture/lab hours per week)
- Supervision and evaluation of interns, residents, post-doc fellows, professional students in a small group, case-oriented teaching hospital environment
- Teaching students, in small group settings
- Graduate students (alumni)
- Graduate students (currently on committees)
- Courses and curricula developed
- Teaching grants
- Teaching publications
- Other teaching contributions
- Statement of philosophy (one page limit)

RESEARCH/Creative WORK:

- Collaborations for academic and/or scholarly purposes
- 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 factor, citation indexes, journal rank in discipline, etc.]
- Papers & lectures (distinguish by type)
- Exhibitions (distinguish by type)
- Patents & inventions
- Other research/creative contributions
- Grants & contracts
- Description of scholarly program (1 page limit)
- Presentations at local, regional, and national continuing education programs/workshops

OUTREACH:

- Commentary (Description, Mission, Scholarship, Impact) (5 page limit on entire commentary; Statement of Impact is optional-2 page limit)
- Activities and Products (Clinical Work/Clinical Practice Activities, Instructional Activities, Technical Assistance, Outreach Publications, Electronic Products, Other Outreach Products, Copyrights/Patents/Inventions, Contracts/Grants/Gifts)

SERVICE:

- University service (distinguish by levels) 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:

- Statement of Support
- 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 THIRD YEAR REVIEW EVALUATION (include bookmark and mark N/A if not applicable)

Third year review evaluation (to be included for candidates for promotion to associate clinical professor only)

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 College Committee’s Letter

BOOKMARK 10 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 Promotion 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 promotion process and the assembly of the dossier.