DOSSIER ORGANIZATION CHECKLIST 2017-2018

Name: ____________________________ Department ______________________ Action: Tenure ___ Promotion: Associate ___ Full ___

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 (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 factor, citation indexes, journal rank in discipline, 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 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:
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 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.