DOSSIER ORGANIZATION CHECKLIST

Name: __________________________  Department: __________________________  Action: Tenure  Promotion: Associate  Full

BOOKMARK 1: CANDIDATE INFORMATION
- College cover sheet [Supplied by CLA]
- 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
- 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]
- Articles and book chapters, papers & lectures (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.]
- Presentations (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 Publications, Other Products, Copyrights/Patents/Inventions/Contracts/Grants/Gifts)
- University service (distinguish by level) 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)
  - Peer evaluations: Include one from each of the past three academic years
  - 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)
- Approval of Outside Reviewer’s recommendations
- Approval of Outside Reviewers’ letters

BOOKMARK 5: EXTENSION AND THIRD YEAR REVIEW EVALUATION
- Third year review evaluation (to be included for probationary faculty only, if applicable)
- Third year review evaluation (to be included for probationary faculty only, 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 Dean’s Letter and 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.