

# **RETENTION ONLY CANDIDATES UNDER S98-8**

(Typically would only be 3<sup>rd</sup> year candidates)

## **DOSSIER CHECK-IN COVER SHEET 2016-2017**

Candidate Name: \_\_\_\_\_ Probationary Year: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

<b>Materials to be Inserted in Dossier at Department Level</b>	<b>Where to be located</b>	<b>Initial after inclusion (or enter N/A)</b>
Candidate's Signed "Declaration of Intent" Form	Tab 1	
Department Chair's/School Director's Description of Current Academic Assignment <i>(must be signed and dated)</i>	Tab 4	
Memo of Tenure Clock Stop <i>(if applicable)</i>	Tab 4	
Approved Departmental Guidelines <i>(if applicable)</i>	Tab 4	
Current Curriculum Vitae (with current year noted on all pages)	Tab 4	
Current Dossier Index (noted with probationary year on all pages)	Tab 4	
Appointment Letter <i>(and any subsequent modifications thereof)</i>	Tab 4	
Prior Evaluations <i>(as applicable)</i>	Tab 4	
1st Year Annual Summary of Achievements and Annual Evaluations by Department RTP Committee/Chair <i>(if applicable)</i> & Dean	Tab 4	
2nd Year Front Materials: (Chair's Description of Academic Assignment, Evaluations by Department RTP Committee/Chair <i>[if applicable]</i> /College RTP Committee/Dean/Provost Final Decision; CV & Index)		
3rd Year Annual Summary of Achievements and Annual Evaluations by Department/Chair <i>(if applicable)</i> & Dean (If 3 <sup>rd</sup> yr Full Review was required, include additional Front Materials as listed in Yr 2)		
4th Year Front Materials: (Chair's Description of Academic Assignment, Evaluations by Department RTP Committee/Chair <i>(if applicable)</i> /College RTP Committee/Dean/URT Committee/Provost Final Decision; CV & Index)		
Department Chair/School Director Recommendation <i>(if applicable)</i>	Tab 3	
Department/School RTP Committee Recommendation	Tab 3	
Candidate Response(s) <i>(if applicable)</i>	Tab 3	

<b>Materials to be Inserted in Dossier at College Level</b>	<b>Where to be located</b>	<b>Initial after inclusion or enter N/A</b>
College RTP Committee Recommendation(s) for the period under review	Tab 3	
College Dean's Recommendation(s) for the period under review	Tab 3	
Candidate Response(s) <i>(if applicable)</i>	Tab 3	

# **PROMOTION ONLY CANDIDATES Under S98-8** **DOSSIER CHECK-IN COVER SHEET 2016-2017**

Candidate Name: \_\_\_\_\_ Promotion to:  Associate (ASCP)  Full (PROF)

First year in current rank: \_\_\_\_\_ If requesting early promotion indicate here

College: \_\_\_\_\_ Department: \_\_\_\_\_

Materials to be Inserted in Dossier at Department Level	Where to be located	Initial after inclusion (or enter N/A)
Candidate's Signed "Declaration of Intent" form	Tab 1	
Department Chair's/School Director's Description of Current Academic Assignment <i>(must be signed and dated)</i>	Tab 4	
Approved Departmental Guidelines <i>(if applicable)</i>	Tab 4	
Current Curriculum Vitae (with current year noted on all pages)	Tab 4	
Current Dossier Index	Tab 4	
Appointment Letter <i>(and any subsequent modifications thereof)</i>	Tab 4	
Prior Evaluations <i>(as applicable)</i>	Tab 4	
<b>1st Year Annual Summary of Achievements and Annual Evaluations by Department RTP Committee/Chair <i>(if applicable)</i> &amp; Dean</b>		
<b>2nd Year Front Materials:</b> (Chair's Description of Academic Assignment, Evaluations by Department RTP Committee/Chair <i>[if applicable]</i> /College RTP Committee/Dean/Provost Final Decision; CV & Index)		
<b>3rd Year Annual Summary of Achievements and Annual Evaluations by Department/Chair <i>(if applicable)</i> &amp; Dean</b>		
<b>4th Year Front Materials:</b> (Chair's Description of Academic Assignment, Evaluations by Department RTP Committee/Chair <i>(if applicable)</i> /College RTP Committee/Dean/URT Committee/Provost Final Decision; CV & Index)		
<b>5th Year Annual Summary of Achievements and Annual Evaluations by Department/Chair <i>(if applicable)</i> &amp; Dean</b> (If 5th yr Full Review was required included other Front Materials as listed in Yr 4)		
<b>Most Recent Successful Promotion Review &amp; Any Subsequent Reviews including Post-Tenure Reviews <i>(if applicable)</i></b>		
Department Chair/School Director Recommendation <i>(if applicable)</i>	Tab 3	
Department/School RTP Committee Recommendation	Tab 3	
Candidate Response(s) <i>(if applicable)</i>	Tab 3	

Materials to be Inserted in Dossier at College Level	Where to be located	Initial after inclusion or enter N/A
College RTP Committee Recommendation	Tab 3	
College Dean's Recommendation	Tab 3	
Candidate Response(s) <i>(if applicable)</i>	Tab 3	

# **TENURE or TENURE & PROMOTION CANDIDATES Under S98-8**

(Typically Year 6, but also years 4 or 5 if early)

## **DOSSIER CHECK-IN COVER SHEET 2016-2017**

Candidate Name: \_\_\_\_\_ Probationary Year: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

Choose one:  Tenure Only    Tenure & Promotion    Early Tenure Only    Early Tenure & Promotion

<b>Materials to be Inserted in Dossier at Department Level</b>	<b>Where to be located</b>	<b>Initial after inclusion (or enter N/A)</b>
Candidate's Signed "Declaration of Intent" form	Tab 1	
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Memo of Tenure Clock Stop <i>(if applicable)</i>	Tab 4	
Approved Departmental Guidelines <i>(if applicable)</i>	Tab 4	
Current Curriculum Vitae (with current year noted on all pages)	Tab 4	
Current Dossier Index (noted with probationary year on all pages)	Tab 4	
Appointment Letter <i>(and any subsequent modifications thereof)</i>	Tab 4	
Prior Evaluations <i>(as applicable)</i>	Tab 4	
<b>1st Year Annual Summary of Achievements and Annual Evaluations by Department RTP Committee/Chair <i>(if applicable)</i> &amp; Dean</b>		
<b>2nd Year Front Materials:</b> (Chair's Description of Academic Assignment, Evaluations by Department RTP Committee/Chair <i>[if applicable]</i> /College RTP Committee/Dean/Provost Final Decision; CV & Index)		
<b>3rd Year Annual Summary of Achievements and Annual Evaluations by Department/Chair <i>(if applicable)</i> &amp; Dean</b> (If 3 <sup>rd</sup> yr Full Review was required, include additional Front Materials as listed in Yr 2)		
<b>4th Year Front Materials:</b> (Chair's Description of Academic Assignment, Evaluations by Department RTP Committee/Chair <i>(if applicable)</i> /College RTP Committee/Dean/URT Committee/Provost Final Decision; CV & Index)		
<b>5th Year Annual Summary of Achievements and Annual Evaluations by Department/Chair <i>(if applicable)</i> &amp; Dean</b> (If 5th yr Full Review was required, included other Front Materials as listed in Yr 4)		
Department Chair/School Director Recommendations <i>(if applicable)</i>	Tab 3	
Department/School RTP Committee Recommendations	Tab 3	
Candidate Response(s) <i>(if applicable)</i>	Tab 3	
<b>Materials to be Inserted in Dossier at College Level</b>	<b>Where to be located</b>	<b>Initial after inclusion or enter N/A</b>
College RTP Committee Recommendations	Tab 3	
College Dean's Recommendations	Tab 3	
Candidate Response(s) <i>(if applicable)</i>	Tab 3	