

RETENTION ONLY CANDIDATES UNDER S15-8

(Typically would only be 3rd year candidates)

DOSSIER CHECK-IN COVER SHEET 2016-2017

Candidate Name: _____ Probationary Year: _____

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 | |
| Candidate's Narrative Statement | Tab 5 | |
| 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 | | |
| 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 rd 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 | |

| Materials to be Inserted in Dossier at College Level | Where to be located | Initial after inclusion or enter N/A |
|---|----------------------------|---|
| 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 S15-8 **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 | |
| Candidate's Narrative Statement | Tab 5 | |
| 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 (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 | | |
| 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 | | |
| 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) | | |
| 5th Year Annual Summary of Achievements and Annual Evaluations by Department/Chair <i>(if applicable)</i> & Dean (If 5th yr Full Review was required included other Front Materials as listed in Yr 4) | | |
| Most Recent Successful Promotion Review & Any Subsequent Reviews including Post-Tenure Reviews <i>(if applicable)</i> | | |
| 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 S15-8

(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

| 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 | |
| Candidate's Narrative Statement | Tab 5 | |
| 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 | | |
| 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 rd 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) | | |
| 5th Year Annual Summary of Achievements and Annual Evaluations by Department/Chair <i>(if applicable)</i> & Dean (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 | |
| Materials to be Inserted in Dossier at College Level | Where to be located | Initial after inclusion or enter N/A |
| College RTP Committee Recommendations | Tab 3 | |
| College Dean's Recommendations | Tab 3 | |
| Candidate Response(s) <i>(if applicable)</i> | Tab 3 | |