

Appendix

School _____ Name of Candidate _____

CHECKLIST FOR DOSSIER PREPARATION

☐	Recommendation for Appointment form or Recommendation for Promotion form.
☐	For appointments only: Documentation of position posting or waiver of requirement to post position. Include summary of proactive outreach to ensure equal opportunity. [Only the Provost's Office can waive the requirement to post a position. The offer letter does not need to be included in the dossier.] Please omit any salary information.
☐	I-A. Administrative and Faculty Assessments (see section 7.1). [Include all applicable assessments from the list below.]
☐	Dean. Independent assessment and recommendation with a candid explanation of reasons.
☐	School committee. Report of the school faculty committee that advises the dean. Include vote information.
☐	Department chair. Independent assessment with explanation of department needs and strategic goals. Summary of faculty discussion.
☐	Department faculty. Report of faculty and/or any committee representing department faculty. Include vote information.
☐	For interdisciplinary candidates: Any additional evaluations from appropriate departments/ schools. (The second department/ school does not vote.) Note: this is typically only applicable for candidates with joint appointments greater than 0% (see section 1.8).
☐	I-B. Quantitative Data (see section 7.2). [Include all applicable assessments from the list below.]
☐	Cohort analysis. Include explanation of how the cohort was chosen.
☐	Chart showing number of candidate's publications or creative works per year.
☐	Citation counts for candidate's publications.
☐	Journal impact factors (or other measures of the candidate's publications, creative work, performance venues, etc.).
☐	List of grants.
☐	II. Curriculum Vitae (see section 7.3).
☐	III. Personal Statement (see section 7.4).
☐	IV. Teaching Record (see section 7.5). Note: additional evidence of teaching effectiveness should be included in the Appendix (section VII-B).
☐	Teaching memo from department/school.
☐	Teaching statement from candidate.
☐	Chronological list of classes taught, with contact hours and enrollment size. Include independent studies supervised.
☐	List of principal courses developed or substantially revised.
☐	List of graduate students and post-docs mentored. Show each advisee's next career position, if available.
☐	V. Service Record (see section 7.6).
☐	Service statement from candidate (optional).
☐	Service record.
☐	VI. External Reviewer Letters (see section 7.7).

☐	Sample solicitation letter.
☐	Reviewer chart. Chart should show who suggested the reviewer, the reviewer's relationship to the candidate, and whether the reviewer answered all of the questions. Include all individuals who declined to be reviewers, as well as reasons for declining. Explain the choice of any unusual reviewers.
☐	Reviewer bios. Include a brief reviewer bio before each reviewer letter.
☐	Section VI-A: Substantive letters from arm's-length reviewers. The dossier should include at least five substantive, arm's-length letters.
☐	Section VI-B: Other letters (collaborator, non-arm's-length, non-substantive, etc.). Include all correspondence to and from reviewers who declined.
☐	VII. Appendix: Evidence of Scholarship, Performance, and Teaching (see section 7.8).
☐	Section VII-A: Evidence of Scholarship and Performance. Include sample of candidate's recent publications and other scholarly or artistic works. Send books and accepted book manuscripts along with the dossier in digital form. Section VII-A may also include: published reviews of candidate's work, publishers' reviews of candidate's manuscripts, "pink sheets" of pending grants, abstracts and samples of creative work.
☐	Section VII-B: Evidence of Teaching Effectiveness. Include selected course syllabi, student evaluations, classroom observations, and other evidence of teaching effectiveness.

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