**TENURE DOSSIER CHECKLIST**

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| Candidate Name: |  | Personnel No: |  |
| Faculty: |  | Department: |  |

**Only the documents listed below should be submitted to the Provost’s Office.**

**Do not submit teaching portfolios or extraneous materials.**

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|  | **Yes** |
| Section 1: Recommendation of the tenure committee and the Statement of Reasons* Letter to the President
* Letter to the Dean
* Statement of Reasons
* In the case of negative decision, copies of the additional summary of evidence and statement of reasons sent to the candidate
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| Section 2: List of tenure committee membership and candidate’s confirmation. | □ |
| Section 3: Copy of the letter(s) notifying candidate of tenure review and their reply. | □ |
| Section 4: Copy of the candidate’s CV, Research & Teaching Statements | □ |
| Section 5: Report of the Internal Reading Committee | □ |
| Section 6: Report of the Internal Teaching Committee | □ |
| Section 7: List of External Referees including * Brief bios for each referee and rationale for their selection
* An indication whether they were the Chair’s or the candidate’s choice.
 | □ |
| Section 8: Letters from the external referees* On the top left-hand corner, please indicate Chair or candidate choice.
 | □ |
| Section 9: Annotated list of publications and verification by collaborators  | □ |
| Section 10: Letters from colleagues | □ |
| Section 11: Letters from students and summaries of student evaluations | □ |
| Section 12: Summary of evidence and invitation to appear before the committee | □ |
| Section 13: Letter to Candidate with Committee’s recommendation | □ |
| Section 14: Proposed negative recommendation* Any further correspondence with or documentation from the candidate.
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