

**Contents of Dossier for  
Promotion and Tenure Review Process**  
REVISED (1/2/2020)

The dossier should include:

1. Current Curriculum Vitae (according to prescribed format) with certification statement
2. In general, actual reprints, books, or manuscripts listed on the CV should be submitted as part of the dossier package, when they are available. Works listed as “in press” or “accepted for publication” should be accompanied by letter of acceptance.
3. Candidate’s self-assessment in areas of scholarship, teaching, and service.
4. Chronological list of courses taught for the preceding three or more years for P&T reviews, five years for Senior Lecturer and Principal Lecturer reviews, or since initial appointment, with syllabi attached.
5. SEEQ and SCEQ printouts for courses taught during the preceding three or more years for P&T reviews, five years for Senior Lecturer and Principal Lecturer reviews, or since initial appointment. (Blue Sheets may not be included.)
6. Reviews of the candidate’s publications, performances, or exhibitions may be included in the dossier at the candidate’s option.
7. Other supporting material relevant to teaching, scholarship or service that the candidate deems germane.

**Probationary Reviews:**

Unless requested by the Department Chair, a complete dossier is not required for this review. **The Chair’s recommendation report to the Dean should include the department’s mentoring plan for the faculty member and his/her interactions with the Faculty Development Center, along with an updated and certified Curriculum Vitae as an attachment.**

**Contract Renewal Reviews, Promotion to full Professor, Tenure Only Reviews:**

The dossier for these reviews should include all of the above listed items.

**Promotion to Associate Professor with Tenure:**

In addition to the above listed items, the dossier shall have the DP&TC Contract Renewal Report