

Tenure and Promotion (T&P) Dossier Checklist

A. To be completed by the candidate

S. No.	Action/Item	Check
A.1	The Director is notified of the intent to apply (for promotion to Professor only) by August 15	
A.2	The application binder, with the candidate's teaching and annual evaluations inserted, is collected from the Dean's Office by the 3 rd day of classes in the Fall Quarter	
A.3	Signed Form A	
A.4	Letter of Application	
A.5	Curriculum Vitae	
A.6	Suggested External Reviewers*	
A.7	Section on Teaching	
A.8	Most Significant Intellectual Products	
A.9	Section on Research	
A.10	Section on Service	
A.11	Teaching Evaluations (provided by the Dean's Office)	
A.12	Annual Evaluations (provided by the Dean's Office)	
A.13	The Dossier is submitted to the Director by October 1	

B. To be completed by the Director

S. No.	Action/Item	Check
B.1	The Director reviews the dossier for completeness and accuracy and signs Form A	
B.2	The Director appoints the program-level T&P committee and identifies its members on the T&P Report form	
B.3	The Director provides the dossier with the external review letters to the program-level committee	
B.4	The Director receives the program-level committee's vote and a written summary of their recommendation	
B.5	The Director provides his/her recommendation to the college-level committee for their action	
B.6	The Director notifies the candidate of the program-level committee's vote and his/her recommendation	

* Required of all applicants. Midterm review dossiers will not be sent for external review.