Appendix B

Promotion and Tenure Dossier Checklist (for Initiating Unit) Revised 3/06

Candidate _______________________________________________ Department ___________________________________________

General:
☐ Signature Sheet.
☐ Copy of unit and School criteria used to evaluate the candidate.
☐ Chairperson’s personal recommendation and a summary evaluation of teaching, research/creative activities, and service.
☐ Departmental recommendation (report of exact votes or separate memos from colleagues). Departmental evaluation of teaching, research or creative activities, and service.
☐ Candidate’s CV
☐ Candidate’s own statement on teaching, research or creative activities, and service. (Optional for promotion dossiers, but strongly recommended.)
☐ A minimum of six outside evaluations to be secured by Dean or Chairperson.
☐ Copy of list of referees supplied by candidate.
☐ Copy of list of referees supplied by chairperson or Department/School committee.
☐ Copy of referees selected to write and those who did not respond.

Teaching:
☐ Courses taught each semester, number enrolled. Number of Ph.D./M.A. committees chaired or served on.
☐ Titles (and abstracts where relevant) of any dissertations directed.
☐ Copies of any textbooks written.
☐ Evidence of any curricula development.
☐ Evidence of quality of teaching.
☐ Evaluation by students.
☐ Summary of student evaluation forms and transcription of comments from forms.
☐ Write-ups of student interviews done by unit.
☐ Letters from former students (solicited by and written to someone other than the candidate).
☐ Evaluation by colleagues, preferably first-hand (e.g., team teaching, symposia, visitation by colleagues).

Research:
☐ IU colleague evaluation of research or creative activities.
☐ Departmental evaluation of stature of (1) journals in which publications appear or (2) museums in which showings have been presented, performances, and so forth.
☐ Departmental assessment of the contribution made by candidate to co-authored or collaborative work.
☐ Copies of pedagogically relevant publications.
☐ Copies of professionally relevant publications and/or copies of creative work, reviews of creative performances and exhibitions and/or copies of research papers and development projects.
☐ Documentation of grants obtained and applied for.

Service:
☐ Summary of activities (Departmental or other University service; local, state, or national service; professional or other).
☐ Evaluation by chairperson of the quality as well as the quantity of service.
☐ Evaluation by professional colleagues (or other knowledgeable individuals) of the quality and impact of the service activities.

I have given a completed copy of this checklist to the candidate and included a copy in the dossier.