

<p>01 Review Documents (Department/College)</p>	<p>02 External Review (Department/College) 02a Reviewer 1 02b Reviewer 2 02c reviewer 3 02d reviewer 4</p>
<p>In the <b>01 Review</b> folder, include:</p> <ul style="list-style-type: none"> <li>• Evaluation Letters</li> <li>• Correspondence Among Reviewers</li> <li>• Requests for Information from Candidate</li> <li>• Responses of Candidate</li> </ul> <p>Number each document consecutively with a description of the document: 01aDeptCommitteeRequestForInformation 01bCandidateResponse 01cDeptCommitteeEvaluationLetter 01dDeptHeadEvaluationLetter Etc.</p>	<p>In the <b>02 External Reviews</b> folder include:</p> <ul style="list-style-type: none"> <li>• Information on Reviewer Selection</li> <li>• Review Solicitation Letter</li> <li>• External Reviewers' Letters</li> <li>• Bio-sketch of Reviewers</li> </ul> <p>Use a different folder for each reviewer named Reviewer1, Reviewer2, etc. in which to place the external reviewer's bio-sketch and letter. All reviews received must be included in the dossier. A minimum of four reviews are required for tenure and promotion candidates. External reviews are not required for retention candidates.</p>
<p>03 Internal Reviews (Department/College)</p>	<p>04 Assignment Performance 04a Letter of Hire 04b Annual Reviews 04c Prior University Reviews (Department/College)</p>
<p>See department/school/college Role and Scope documents for internal review requirements. If being used, the <b>03 Internal Review</b> folder should include:</p> <ul style="list-style-type: none"> <li>• Information on Reviewer Selection</li> <li>• Review Letters, Teaching Observations</li> </ul> <p>Use a different folder for each reviewer named Reviewer1, Reviewer2, etc. in which to place the internal reviewer's bio-sketch and review letter. All reviews received must be included in the dossier.</p>	<p>In the <b>04 Assignment Performance</b> folder include:</p> <ul style="list-style-type: none"> <li>• Candidate's letter of hire: Place in Letter of Hire folder</li> <li>• Annual reviews: <ul style="list-style-type: none"> <li>○ Place a copy of all annual reviews conducted during the candidate's review period in the Annual Review folder</li> <li>○ Name files consecutively by year</li> </ul> </li> <li>• Prior University Reviews: <ul style="list-style-type: none"> <li>○ For Retention candidates, leave the Prior University Reviews folder empty</li> <li>○ For Tenure candidates, save copies of the evaluation letters from all levels of candidate's Retention review in the Prior University Reviews folder</li> <li>○ For Promotion to rank of Professor candidates, save copies of the evaluation letters from all levels of candidate's Tenure review the Prior University Reviews folder</li> </ul> </li> </ul>

05 Curriculum Vitae (Candidate)		06 Personal Statement (Candidate)
07 Integration Narrative (Candidate)		08 Teaching Narrative and Materials 08a Teaching Materials 08b Student Course Evaluations (Candidate)
		In the <b>08 Teaching Narrative and Materials</b> folder, include: <ul style="list-style-type: none"> <li>• Self-evaluation of teaching performance over the review period (lone document)</li> <li>• Teaching materials as required by Role and Scope (separate folder)</li> <li>• Student and/or constituent evaluations of courses, seminars, workshops, etc. as required by Role and Scope (separate folder)</li> </ul>
09 Scholarship Narrative and Materials (Candidate)		10 Service Narrative and Materials (Candidate)
In the <b>09 Scholarship Narrative and Materials</b> folder, include: <ul style="list-style-type: none"> <li>• Self-evaluation of scholarship over the review period (lone document)</li> <li>• Statement of contribution to multi-investigator projects and publications (lone document)</li> <li>• Scholarship materials as required by Role and Scope (separate folder)</li> </ul> Only works published or accepted for publication during the review period may be considered in tenure and promotion cases.		
11 Professional Development (Candidate)		12 Appendix (Candidate)
		This is a list of materials only. Describe material (film, manuscript etc.) and where the physical materials are located (Department Office, etc.) DO NOT ADD ANY OTHER DOCUMENTS.
Additional required documents outside of folders: (Department/College and Candidate) <ul style="list-style-type: none"> <li>• Candidate Cover Sheet</li> <li>• Department role and Scope</li> <li>• College Role and Scope</li> <li>• Vote Tally (Leave as Word document)</li> </ul>		