



Office for Faculty Advancement

Check List for Promotion and/or Tenure Dossiers

This is a list of the sections expected to be included in a dossier for promotion and/or granting of tenure. Each item should be marked as either “Included” or “Not Applicable,” and the list should be included in the final dossier when it is submitted to the Office for Faculty Advancement.

1. Candidate’s curriculum vitae

Included

Letters of Evaluations

2. Recommendation of the college dean

Included

3. Recommendation of the college advisory committee

Included Not Applicable

4. Recommendation of the educational unit administrator (chair/director)

Included Not Applicable

5. Recommendation of directors of multidisciplinary centers or institutes with which the review candidate is associated

Included Not Applicable

6. Candidate’s curriculum vitae

Included Not Applicable

7. Unit faculty letters

a. List of unit faculty names, ranks, and letter status

Included Not Applicable

b. Written opinion of each faculty member required to be consulted within the educational unit (See [AR 2:1-1, Appendix I, Matrix of Consultation and Written Judgements](#))

Included Not Applicable

8. Written opinions of other University of Kentucky faculty members consulted, as permitted by the unit’s rules or requested (or permitted) in writing by the candidate to the educational unit administrator

Included Not Applicable

9. Letters of evaluation from persons outside of the University of Kentucky

a. Letters from evaluators not suggested by the candidate (at least 4)

Included Not Applicable

b. Letters from evaluators suggested by the candidate (at least 2)

Included Not Applicable

- c. Brief biographical information about the external evaluators, including indication of which were suggested by the candidate

Included Not Applicable

- 10. Additional letters of support from persons not included in other letter writer categories. Please indicate if the letters were unsolicited or solicited (and by whom).**

Included Not applicable

Process Documents

- 11. Copies of the candidate's faculty merit reviews either since the initial date of appointment (for tenure dossiers) or since the last promotion review (for promotion dossiers not associated with the granting of tenure)**

Included Not Applicable

- 12. Copies of the candidates' progress towards tenure reviews (typically second- and fourth-year reviews, only applicable to tenure dossiers)**

Included Not Applicable

- 13. Description of the procedural steps used within the department and the college, and explanation of how these steps were communicated to the faculty member.**

Included Not Applicable

- 14. Unit Statements of Evidences.**

Included Not applicable

- 15. Position Description Position for cases in the Special, Research, and Clinical Title Series.**

Included Not applicable

- 16. Distribution of Effort (DOE) agreements since initial appointment (tenure dossier) or last promotion (promotion dossier)**

Included Not applicable

Instruction

- 17. Teaching portfolio**

Included Not applicable

- 18. Letters from students pertaining to the candidate's instruction**

Included Not applicable

Research

- 19. Personal Statement on research**

Included Not applicable

- 20. List of, and representative samples from: research articles, books, patents, writings or other creative productivity**

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| | Included | Not applicable |
| 21. List of proposals submitted and grant or contract awards received | | |
| | Included | Not applicable |

Service

22. Personal statement on service

Included	Not applicable
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23. List of and/or materials related to university and public service

Included	Not applicable
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24. Personal statement on Extension

Included	Not applicable
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25. Information or materials related to Extension work

Included	Not applicable
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26. Personal statement on clinical service

Included	Not applicable
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27. Information or materials related to clinical service

Included	Not applicable
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Additional Evidence

28. Personal statement on administration

Included	Not applicable
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29. Information relating to professional status and activity, including copies of awards received for research, teaching, service or scholarship

Included	Not applicable
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30. Additional letters of support from persons not included in other letter writer categories. Please indicate if the letters were unsolicited or solicited (and by whom).

Included	Not applicable
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31. Additional personal statements

Included	Not applicable
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32. Additional evidence provided by the candidate

Included	Not applicable
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