



# 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. 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

**7. 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

**8. 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

- 9. 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

- 10. 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 |
|----------|----------------|
- 11. Copies of the candidates' progress towards tenure reviews (typically second- and fourth-year reviews, only applicable to tenure dossiers)**
- |          |                |
|----------|----------------|
| Included | Not Applicable |
|----------|----------------|
- 12. 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 |
|----------|----------------|
- 13. Unit Statements of Evidences.**
- |          |                |
|----------|----------------|
| Included | Not applicable |
|----------|----------------|
- 14. Position Description Position for cases in the Special, Research, and Clinical Title Series.**
- |          |                |
|----------|----------------|
| Included | Not applicable |
|----------|----------------|
- 15. Distribution of Effort (DOE) agreements since initial appointment (tenure dossier) or last promotion (promotion dossier)**
- |          |                |
|----------|----------------|
| Included | Not applicable |
|----------|----------------|

### Instruction

- 16. Teaching portfolio**
- |          |                |
|----------|----------------|
| Included | Not applicable |
|----------|----------------|
- 17. Letters from students pertaining to the candidate's instruction**
- |          |                |
|----------|----------------|
| Included | Not applicable |
|----------|----------------|

### Research

- 18. Personal Statement on research**
- |          |                |
|----------|----------------|
| Included | Not applicable |
|----------|----------------|
- 19. List of, and representative samples from: research articles, books, patents, writings or other creative productivity**
- |          |                |
|----------|----------------|
| Included | Not applicable |
|----------|----------------|
- 20. List of proposals submitted and grant or contract awards received**
- |          |                |
|----------|----------------|
| Included | Not applicable |
|----------|----------------|

## Service

**21. Personal statement on service**

Included                      Not applicable

**22. List of and/or materials related to university and public service**

Included                      Not applicable

**23. Personal statement on Extension**

Included                      Not applicable

**24. Information or materials related to Extension work**

Included                      Not applicable

**25. Personal statement on clinical service**

Included                      Not applicable

**26. Information or materials related to clinical service**

Included                      Not applicable

## Additional Evidence

**27. Personal statement on administration**

Included                      Not applicable

**28. Information relating to professional status and activity, including copies of awards received for research, teaching, service or scholarship**

Included                      Not applicable

**29. 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

**30. Additional personal statements**

Included                      Not applicable

**31. Additional evidence provided by the candidate**

Included                      Not applicable