



Office for
Faculty Advancement

Check List for Expedited 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 (with hyperlinks to materials as appropriate such as DOIs/URLs)

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. 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

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

a. At least three external recommendation letters from the application or applicant references (the Dean may require additional letters). If the faculty candidate went through promotion and/or tenure review within 5 years of the date of the expedited review, documents from that assessment may be used. If more than 5 years have occurred since last promotion or award of tenure, then prior documents may be used but should be updated, or additional validation of the faculty candidate’s current status should be obtained. For example, external letters may be updated by original authors or supplemented with new letters.

Included

Not Applicable

- b. Brief biographical information about the external evaluators
Included Not Applicable

Process Documents

- 7. 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
- 8. Unit Statements of Evidences.**
Included Not applicable
- 9. Position Description**
Included Not applicable

Instruction

- 10. Teaching portfolio**
Included Not applicable

Research

- 11. Personal Statement on research**
Included Not applicable

Service

- 12. Personal statement on service**
Included Not applicable
- 13. Personal statement on Extension**
Included Not applicable
- 14. Personal statement on clinical service**
Included Not applicable

Additional Evidence

- 15. Personal statement on administration**
Included Not applicable
- 16. Additional personal statements**
Included Not applicable
- 17. Additional evidence provided by the candidate and/or required by the college.**
Included Not applicable