Recommendation for Specialized Faculty Promotion

## Check List for Transmittal of DOSSIER:

Recorded votes at each level of review (i.e., department, school, college) on cover sheet

Specified author(s) of departmental evaluations of research, teaching and service

Provided candidate’s offer letter, job description (or alternatively, a statement of the candidate’s job duties), including percentage of effort for teaching, research and service

Provided copies of the departmental, school (if applicable) and college promotion policies and procedures

Described norms/standards for scholarship in the candidate’s area

Described funding availability in the candidate’s area

Provided 1-paragraph bio sketch for each external reviewer

Reported names of external scholars contacted who were unable to provide letter

Addressed any weaknesses/inconsistencies in the case in EO statement

Articulated why this promotion is in the best interest of the institution

Name of Unit Executive Officer listed at the top of the comments page (last page of dossier)

All pages numbered

All pages one-sided and no staples