**Tenure and Promotion (T&P) Dossier Checklist**

A. **To be completed by the candidate**

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| **S. No.** | **Action/Item** | **Check** |
| A.1 | The Director is notified of the intent to apply (for promotion to Professor only) by August 15 |  |
| A.2 | The application binder, with the candidate’s teaching and annual evaluations inserted, is collected from the Dean’s Office by the 3rd day of classes in the Fall Quarter |  |
| A.3 | Signed Form A |  |
| A.4 | Letter of Application |  |
| A.5 | Curriculum Vitae |  |
| A.6 | Suggested External Reviewers\* |  |
| A.7 | Section on Teaching |  |
| A.8 | Most Significant Intellectual Products |  |
| A.9 | Section on Research |  |
| A.10 | Section on Service |  |
| A.11 | Teaching Evaluations (provided by the Dean’s Office) |  |
| A.12 | Annual Evaluations (provided by the Dean’s Office) |  |
| A.13 | The Dossier is submitted to the Director by October 1 |  |

B. **To be completed by the Director**

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| **S. No.** | **Action/Item** | **Check** |
| B.1 | The Director reviews the dossier for completeness and accuracy and signs Form A |  |
| B.2 | The Director appoints the program-level T&P committee and identifies its members on the T&P Report form |  |
| B.3 | The Director provides the dossier with the external review letters to the program-level committee |  |
| B.4 | The Director receives the program-level committee’s vote and a written summary of their recommendation |  |
| B.5 | The Director provides his/her recommendation to the college-level committee for their action |  |
| B.6 | The Director notifies the candidate of the program-level committee’s vote and his/her recommendation |  |

\* Required of all applicants. Midterm review dossiers will not be sent for external review.