

Candidate's Name: _____ Candidate's Department: _____

Dossier Checklist: To be filled out, printed, & attached to the top of the original hardcopy dossier. Only one copy is needed. **Item # is not to be confused with page # in the dossier. Number pages sequentially by divisions (A-G), with each division starting again at 1.**

Dossier page (use N/A if not applicable)	Item number	Description
	A1	Summary sheet
	A2	Educational and employment history
	A3	Statement of responsibilities
	A4	Department criteria
	A5	College criteria
	A6	Certification of English competence
	B1a	Teaching statement
	B1b	List of courses taught
	B1c	SAIS & TN Voice Reports
	B1d	Peer review of teaching
	B1e	Summary of student comments
	B2a	Administrators' statements regarding teaching and advising
	B2b	Other documentation of teaching/advising effectiveness
	B2c	List of teaching and advising awards
	B2d	List of graduate students supervised
	B2e	Undergraduate honors theses and research projects
	B2f	Membership on graduate committees
	B2g	Post-doctoral supervision
	B2h	International/intercultural expertise
	C1a	Non-technical research/scholarship/creative activity summary
	C1b	Research/scholarship/creative activity statement
	C2	Norms for authorship statement
	C2a-j	Publications by venue
	C2k	Manuscripts submitted for publication
	C3	Creative activity
	C4a-d	Projects, grants, contracts
	C5	Other evidence of research / scholarship, creative activity
	C6	Participation in seminars and workshops
	C7	Papers presented
	C8	List of research awards
	C9	List of grants and contracts for instruction, etc.
	D1	Service Statement
	D2a	Institutional service
	D2b	Disciplinary service
	D2c	Professional service
	E	Candidate's signature statement
	F1	External letters
	F2	Sample letter to reviewers
	F3	Log of external letters
	F4	Method of selecting reviewers
	F5	Qualifications of reviewers
	G1	Faculty Retention and Annual Reviews (Promotion & Tenure Cases Only)
	G2	Faculty Annual Reviews (Promotion Cases Only)
	G3	Department Head's letter
	G4	Report of tenured-faculty review committee
	G5	Dissenting reports
	G6	Candidate's response
	G7	Candidate Notification Statement