

# **PTR DOSSIER CHECK LIST**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Last Name, First Name)

School/College: \_\_\_\_\_ Department: \_\_\_\_\_

Action:  Promotion to \_\_\_\_\_  Tenure  Reappointment

Early Review: \_\_\_ Yes \_\_\_ No Clock Extension(s): \_\_\_\_\_

The following items are included in the PTR dossier:

- PTR Form (Tab 01) Yes No
- Departmental PTR Advisory Committee Recommendation (Tab 02) Yes No N/A  
Number of Votes: \_\_\_Yes \_\_\_No \_\_\_Abstain \_\_\_Absent
- Department Head's Recommendation (Tab 03) Yes No N/A  
 Supports  Does Not Support
- Dean's Advisory Council Recommendation (Tab 04) Yes No N/A  
Number of Votes: \_\_\_Yes \_\_\_No \_\_\_Abstain \_\_\_Absent
- Recommendation of the Dean (Tab 05) Yes No  
 Supports  Does Not Support
- External Letters of Recommendation (*only for promotion/tenure*) (Tab 06) Yes No N/A  
(Note: a minimum of four letters is required)

(1) School Name: \_\_\_\_\_

(2) School Name: \_\_\_\_\_

(3) School Name: \_\_\_\_\_

(4) School Name: \_\_\_\_\_

(5) School Name: \_\_\_\_\_

(6) School Name: \_\_\_\_\_

- CV (Tab 07) Yes No
- All Supporting Materials Submitted by Candidate, properly labeled and noted in Section Two E of PTR Form (Tab 08) Yes No
- Copy of Original Letter of Appointment (Tab 09) Yes No
- Student Evaluations of Teaching (SETs) – Hire date to present (Tab 10) Yes No N/A
- Copy of Previous Correspondence from Provost, Dean or Head (Tab 11) Yes No N/A

**Dossier Reviewed By:** \_\_\_\_\_