

PTR DOSSIER CHECK LIST (New Form)

Name: _____
(Last Name, First Name)

Title: _____

Department: _____

School/College: _____

Joint Appointment (Folder 4): ___ Yes ___ No

Action: Promotion to _____

Tenure

Reappointment

Early Review: ___ Yes ___ No

Clock Extension(s): _____

The following items are included in the PTR dossier:

- PTR Form (Folder 1) Yes No
- Departmental PTR Advisory Committee Recommendation (Folder 2) Yes No N/A
Number of Votes: ___ Yes ___ No ___ Abstain ___ Absent
- Department Head's Recommendation (Folder 3) Yes No N/A
 Supports Does Not Support
- Dean's Advisory Council Recommendation (Folder 5) Yes No N/A
Number of Votes: ___ Yes ___ No ___ Abstain ___ Absent
- Recommendation of the Dean (Folder 6) Yes No
 Supports Does Not Support
- External Letters of Recommendation (*only for promotion/tenure*) (Folder 7) Yes No N/A
(Note: a minimum of five letters is required)

(1) School Name: _____

(2) School Name: _____

(3) School Name: _____

(4) School Name: _____

(5) School Name: _____

(6) School Name: _____

- All supporting materials submitted by candidate, properly labeled and noted in Section Eight A of PTR Form (Folder 8) Yes No
- Copy of original letter of appointment (Folder 9) Yes No
- All copies of Student Evaluations of Teaching (SETs) results and other evidence of teaching effectiveness (Folder 10) Yes No N/A
- Curriculum Vitae (optional) (Folder 11) Yes No
- Copy of previous correspondence regarding PTR from Provost, Dean or Head (Folder 12) Yes No N/A

Dossier Reviewed By: _____