

## **PTR DOSSIER CHECK LIST** (Old Form)

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 (Folder 1) Yes No
- Departmental PTR Advisory Committee Recommendation (Folder 2) Yes No  
Number of Votes: \_\_\_Yes \_\_\_No \_\_\_Abstain \_\_\_Absent
- Department Head's Recommendation (Folder 3) Yes No  
 Supports  Does Not Support
- Dean's Advisory Council Recommendation (Folder 4) Yes No  
Number of Votes: \_\_\_Yes \_\_\_No \_\_\_Abstain \_\_\_Absent
- Recommendation of the Dean (Folder 5) Yes No  
 Supports  Does Not Support
- External Letters of Recommendation (*only for promotion/tenure*) (Folder 6) 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 (Folder 7) Yes No
- All Supporting Materials Submitted by Candidate, properly labeled and noted in Section Two E of PTR Form (Folder 8) Yes s No
- Copy of Original Letter of Appointment (Folder 9) Yes No
- Student Evaluations of Teaching (SETs) – Hire date to present (Folder 10) Yes No N/A
- Copy of Previous Correspondence from Provost, Dean or Head (Folder 11) Yes No N/A

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