

PR DOSSIER CHECK LIST

Name: _____
(Last Name, First Name)

Title: _____

Department: _____

School/College: _____

Joint Appointment (Folder 3): ___ Yes ___ No

Action: Promotion to _____ Reappointment (School/College internal use only)

The following items are included in the PR dossier:

- | | |
|---|---|
| <input type="checkbox"/> PR Form (Folder 1) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Departmental PTR Advisory Committee Recommendation (Folder 2)
Number of Votes: ___ Yes ___ No ___ Abstain ___ Absent | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| <input type="checkbox"/> Department Head's Recommendation (Folder 4)
<input type="checkbox"/> Supports <input type="checkbox"/> Does Not Support | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| <input type="checkbox"/> Dean's Advisory Council Recommendation (Folder 5)
Number of Votes: ___ Yes ___ No ___ Abstain ___ Absent | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| <input type="checkbox"/> Recommendation of the Dean (Folder 6)
<input type="checkbox"/> Supports <input type="checkbox"/> Does Not Support | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> External Letters of Recommendation (<i>only for promotion</i>) (Folder 7)
(Note: a minimum of four letters is required) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

(1) School Name: _____

(2) School Name: _____

(3) School Name: _____

(4) School Name: _____

(5) School Name: _____

(6) School Name: _____

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|---|---|
| <input type="checkbox"/> All supporting materials submitted by candidate, properly labeled and noted in Section Eight A of PR Form (Folder 8) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Copy of original letter of appointment and subsequent letters of appointment (Folder 9) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> All copies of Student Evaluations of Teaching (SETs) results and other evidence of teaching effectiveness (Folder 10) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| <input type="checkbox"/> Curriculum Vitae (optional) (Folder 11) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Copy of previous correspondence regarding PR from Provost, Dean or Head and, where applicable, curriculum vita of reviewer that was selected to provide an external letter that is from a non-university setting (Folder 12) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

Dossier Reviewed By: _____