**PROMOTION DOSSIER CHECKLIST**

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1. **Chair’s Report**

To include:

* comments on any adverse statements
* comments regarding the quality of the journals in which the candidate has published
* comments on the qualifications of the referees where appropriate
* any significant current events taking place in the candidate’s career not mentioned elsewhere in the dossier
1. **Curriculum Vitae**

To include:

* date of last promotion and date of tenure
* date of appointment to the graduate faculty
* listing of graduate students for whom the candidate has been the principal supervisor
* awards received
* indication of service inside and outside the University
* work in progress
* indication of grant support
1. **Internal Assessments**
* from colleagues who are specialists in the field
* from colleagues with whom courses have been shared
1. **External Assessments**
* minimum of three
* names, academic rank and institution of those from whom opinion sought
* indication of those individuals suggested by the candidate and those by the Chair
* comments re qualifications of external referees selected
1. **Teaching Evaluation**
* report of the Teaching Evaluation Committee
* list of teaching assignments over past five years
* summary of teaching evaluations
* copies of teaching evaluations for past five years.
1. **Student Opinion**

- letters from current and former undergraduate and graduate students