

Candidate _____ University ID# _____

Area(s) of Excellence _____

School _____ Department _____

**2008-2009 IUPUI
Faculty Promotion and Tenure Dossier
School/Unit Review Form and Checklist**

At the department or school level, a person well-informed about requirements for P&T dossiers should:

- review the candidate's full dossier;
- ensure that all required materials are included;
- place materials in the proper order;
- remove unnecessary items;
- complete this checklist; and
- provide his or her contact information in case campus-level reviewers have questions about the content or form of the dossier.

This reviewer may be an administrative assistant, designated faculty member, or other person specified by the chair or dean. The reviewer is required to sign the bottom of this checklist indicating that to the best of his or her ability the requirements for dossier preparation have been met. **The reviewer should refer to Dossier Format section (page 9) for explicit rules about dossier contents.**

CHECKLIST:

Note: Not every item is required in every case, but most items are required in most cases.

- Submit Original and Two Copies of Full Dossier
 - Electronic copies can be submitted on a CD; however, if documents are in PDF format then each section must be in a separate PDF file. The Dean of the Faculties Office will *not* accept one PDF containing the entire dossier.
 - Each of the six sections of the dossier should be separated, labeled, and stapled, and the entire dossier should be placed into a single file folder. **Do not use three ring binders for dossiers.**
 - Supplementary materials (e.g. appendices) are to be retained by the school/unit and should not be forwarded to the Dean of the Faculties Office unless specifically requested.
- *Routing and Action Form
- *Completed School/Unit Review Form and Checklist
- *Dean's recommendation and summary evaluation of candidate's work
- If a candidate has an adjunct or joint appointment in another school, letter of recommendation from that school's dean

General Summary

- *School/Unit Committee's recommendation and evaluation of candidate's work
- If a candidate has an adjunct or joint appointment in another school, recommendation from that school or unit's committee (optional—decided by that school)
- *Chair or Executive Associate Dean's recommendation and evaluation of candidate's work
- *Primary Committee's recommendation and evaluation (including statement concerning candidate's potential for continued development)
- *External letters of evaluation and statement of expertise of letter writers
- *Copy of candidate's *curriculum vitae*

Candidate's Statement

- *Candidate's own statement on work, including plans for future work in the intended areas of excellence

Teaching and Teaching Scholarship

- Teaching Statement
- Teaching load information; graduate committees served on or chaired
- Peer evaluation of teaching
- Student evaluation of teaching (in aggregated format)

- Evidence of student learning and match with unit and IUPUI student outcome goals
- Evidence of scholarly dissemination of work and leadership on teaching
- Department/School/Unit evaluation of stature of journals in which teaching publications appear
- Evidence of undergraduate or graduate student research or mentoring
- Evidence of quality of course development or innovation efforts
- Listing of teaching awards and grants
- Evidence of teaching development efforts

Research or Creative Activity

- Research and Creative Activity Statement
- Peer evaluation of research or creative activity
- Evidence of scholarly publications and presentations
- Department/School/Unit evaluation of stature of journals in which publications appear or galleries in which showings have been presented
- Research load information; amount of time devoted to research
- Documentation of individual contributions to collaborative work

Professional and University Service

- Service Statement
- Summary of professional service activities and service load information
- Peer evaluation of quality as well as quantity of professional service as intellectual work
- Evidence of scholarly publications, presentations, or other means of dissemination
- Department/School/Unit evaluation of stature of journals in which publications appear
- Evaluation by Chair or Executive Associate Dean of quality and quantity of professional service
- Evaluation by Chair or Executive Associate Dean of the adequacy of University service

Appendices

- As determined by candidate and department/unit

Do NOT forward Appendices to Dean of the Faculties Office unless specifically requested

**These materials will be retained by Dean of the Faculties Office for permanent file.*

The following certification may not be provided by the candidate.

I have reviewed this candidate's dossier and certify that the materials checked off above are included. To the best of my knowledge, this candidate's dossier meets all the requirements for dossier preparation.

Reviewer's Signature

Reviewer's Title

Telephone

E-mail

Date