

Clinical Faculty Promotion and Long-Term Contract Dossier Checklist
(for Initiating Unit)

Candidate _____ Department _____

General:

- Signature Sheet.
- Copy of unit and School criteria used to evaluate the candidate.
- Chairperson's personal statement about the candidate's roles, evaluation of performance in each role, and personal recommendation.
- Departmental recommendation (report of exact votes or separate memos from colleagues).
Departmental evaluation of performance in each role.
- Candidate's CV.
- Candidate's personal statement on his or her roles and, if desired, related prior experience. (Optional for promotion dossiers, but strongly recommended.)
- Documentation of performance in each role and, if desired, how their prior experience was utilized in the performance. Documentation may include any of the following that are relevant but should not be limited to these.

Teaching:

- Teaching done each semester, number of learners. Number of Ph.D./M.A. committees served on.
- Copies of any textbooks written.
- Evidence of any curricula development.
- Evidence of quality of teaching.
- Evaluation by students.
- Summary of student evaluation forms and transcription of comments from forms.
- Write-ups of student interviews done by unit.
- Letters from former students (solicited by and written to someone other than the candidate).
- Evaluation by colleagues, preferably first-hand (e.g., team teaching, symposia, visitation by colleagues).
- Departmental assessment of the contribution made by candidate to co-authored or collaborative work in teaching or service.
- Copies of publications relevant to teaching or service.
- Documentation of grants obtained and applied for relevant to teaching or service.

Service:

- Summary of activities (Departmental or other University service; local, state, or national service; professional or other).
- Evaluation by chairperson of the quality as well as the quantity of service.
- Evaluation by professional colleagues (or other knowledgeable individuals) of the quality and impact of the service activities.

I have given a completed copy of this checklist to the candidate and included a copy in the dossier.

(Signature of Preparer)

(Date)