**PROMOTION / TENURE DOSSIER CHECK-LIST**

☐ Cover letter from Department Chair (departmental APT vote must be included)

*For faculty in the tenure-track the letter must fully outline the candidate’s accomplishments in all areas – teaching, scholarship, and service.*

*For faculty in the non-tenure track the letter must fully outline the candidate’s accomplishments in two areas – teaching and either scholarship or service.*

☐ Cover letter from secondary and tertiary Department Chairs as appropriate

☐ Curriculum Vitae in **required** format (refer to Required CV format)

☐ Include with the CV the following:

1. Teaching Summary prepared in narrative form by candidate (include number of students, contact hours, description of courses etc.)
2. Teaching / Peer / Student evaluations
3. Service (clinical or professional) summary prepared in narrative form by candidate.
   (Address criteria listed under Clinical and Professional Service on page 5 of the APT Guidelines.)

☐ Letters of Recommendation

  For Associate Professor a **minimum** of two letters of recommendation, one of which must be from outside the institution (Referees must hold the rank of Associate Professor or higher)

  For Professor a **minimum** of three letters of recommendation, one of which must be from outside the institution. (Referees must hold the rank of Professor or equivalent)

☐ 5 Letters from Independent Evaluators – these letters must not be from close collaborators, mentors or friends of the applicant and should address the areas of scholarship, teaching and/or service.

☐ Publications

  Three recent publications
  – peer reviewed for tenure / tenure-track dossiers
  – peer reviewed preferred for non-tenure track dossiers