



UNIVERSITY AT ALBANY

State University of New York

## Continuing Appointment (Tenure) & Promotion Dossier Checklist and Submission Form

Name of Candidate \_\_\_\_\_

### Candidate's Present Appointment

Rank/Title \_\_\_\_\_

Department \_\_\_\_\_

School/ College \_\_\_\_\_

Institution/Organization\* \_\_\_\_\_

### Request for:

☐ Continuing Appointment and Promotion from

\_\_\_\_\_ to \_\_\_\_\_  
(current rank) (proposed rank)

☐ Promotion from \_\_\_\_\_ to \_\_\_\_\_

(current rank) (proposed rank)

☐ Continuing Appointment only at rank of \_\_\_\_\_  
(for new appointees)

Proposed Effective Date \_\_\_\_\_

Tenure Notification Date (if applicable) \_\_\_\_\_

*\*Institution/Organization is needed only if candidate is a new faculty member coming from another institution at which he/she holds tenure, and the request is for the "expedited" tenure review process*

## PART I: DOSSIER – REQUIRED DOCUMENTS

*Please place a check in the appropriate box to signify the placement of necessary items in the Dossier. You can use your own numbering system, but please follow the order indicated as closely as possible.*

Note: Items notated with (template) indicate documents for which standalone versions of document templates, in Word format, are available. These templates are available on the T&P website, and can be downloaded for use by individuals preparing the file.

### Check all Included

- ☐ 1. Combined Cover sheet/Checklist/Submission Form (template).....
- ☐ 2. Document Register (including appendices) (template).....
- ☐ 3. Summary of Actions Form (template).....
- ☐ 4. Curriculum Vitae, signed and dated by candidate (template).....
  - ☐ 4a. Candidate's description of individual role and contribution for co-authored work (if applicable)
- ☐ 5. Candidate's UAlbany employment history (provided by HR) and course assignments.....
- ☐ 6. Departmental document outlining norms and expectations for tenure and promotion.....
- ☐ 7. Candidate's research, teaching and service statements.....
- ☐ Other (please describe on register form, and number).....

## SCHOLARSHIP / CREATIVE WORKS

**Check box if confidential**

- ☐ 8. Information about major scholarly journals or creative venues in the candidate's field (template)
- ☐ 9. Citation Analysis (template) and explanatory summary
- ☐ 10. Statement of the method used to select external reviewers (template)
- ☐ 11. Copy of the letter used to solicit external reviews (template)
- ☐ 12. Letters from external reviewers who have given candidate permission to review (listed and numbered individually on register form)
  - ☐ 12a. Letter from each external consultant (listed and numbered individually on register form)..... ☐
  - ☐ 12b. Statement signed by each consultant indicating the terms by which the letter may be shared with the candidate (template)..... ☐
- ☐ 13. Solicited letters from external reviewers who have not given candidate permission to review (listed and numbered individually on register form)
  - ☐ 13a. Letter from each external consultant (listed and numbered individually on register form)..... ☐
  - ☐ 13b. statement signed by each consultant indicating that the letter may not be shared with the candidate..... ☐
- ☐ 14. Unsolicited letters with permission to review, if any, each accompanied by letter of release (template) (listed and numbered individually on register form); (note: unsolicited letters that are confidential may not be included in the file)

## TEACHING

### 15. Documentation of teaching

- ☐ 15a. Summary of teaching.....
- ☐ 15b. Description of procedures for required peer and student evaluation of teaching..... ☐
- ☐ 15c. Results of peer evaluation of teaching (list and number on register form).....
- ☐ 15d. Undergraduate grade distributions (with departmental averages).....
- ☐ 15e. Graduate grade distributions (with departmental averages).....
- ☐ 15f. Department / candidate SIRF scores comparison (request from IRPE).....
- ☐ 15g. Analysis of student evaluations of teaching with copies of student evaluation form.....
- ☐ 16. Solicited letters with permission to review, if any, each listed and numbered individually on register form, and each accompanied by letter of release (template).....
- ☐ 17. Solicited letters, if any, without permission to review, each listed and numbered individually on register form, and each accompanied by statement that the letter may not be shared with the candidate..... ☐
- ☐ 18. Unsolicited letters with permission to review, if any, each listed and numbered individually on register form, and each accompanied by letter of release (template); (note: unsolicited letters that are confidential may not be included in the file).....

## SERVICE

### 19. Documentation of service

- ☐ 19a. Summary of service.....
- ☐ 19b. Method used for soliciting service letters if any..... ☐
- ☐ 20. Solicited letters with permission to review, if any, each listed and numbered individually on register form, and each accompanied by letter of release (template).....
- ☐ 21. Solicited letters without permission to review, if any, each listed and numbered individually on register form, and each accompanied by statement that the letter may not be shared with the candidate..... ☐
- ☐ 22. Unsolicited letters with permission to review, if any, each listed and numbered individually on register form, and each accompanied by letter of release (template); (note: unsolicited letters that are confidential may not be included in the file).....

## RECOMMENDATIONS (also see part II, reviews verification)

### 23. Department recommendation

- ☐ 23a. Summary of department faculty composition
- ☐ 23b. Summary of departmental recommendation and vote + documentation of notification to candidate and invitation to respond
- ☐ 23c. Candidate's response to departmental recommendation, if any

### 24. Chair recommendation

- ☐ 24a. Chair's letter + documentation of notification to candidate and invitation to respond
- ☐ 24b. Candidate's response to Chair's letter, if any

### 25. College/school committee recommendation

- ☐ 25a. Summary of college/school committee recommendation and vote + documentation of notification to candidate and invitation to respond

Candidate's name: \_\_\_\_\_

- ☐ 25b. Candidate's response to the summary of college/school committee recommendation, if any
- 26. Dean recommendation
  - ☐ 26a. Dean's letter + documentation of notification to candidate and invitation to respond
  - ☐ 26b. Candidate's response to Dean's letter, if any
- 27. Council on Promotion and Continuing Appointment recommendation
  - ☐ 27a. Recommendation from the Council on Promotions and Continuing Appointment + documentation of notification to candidate and invitation to respond
  - ☐ 27b. Candidate's response to the recommendation from the Council on Promotions and Continuing Appointment
- 28. Provost recommendation + documentation of notification to candidate and invitation to respond
  - ☐ 28a. Provost's letter
  - ☐ 28b. Candidate's response to Provost's recommendation, if any

## APPENDICES

(Please combine into 1 separate document)

- ☐ A. Appendices' register ..... ☐
- ☐ B. CV or abbreviated CV for each consultant / external reviewer..... ☐
- ☐ C. Copies of publications if any, each listed and numbered individually on register form
- ☐ D. Raw course evaluation data
- ☐ E. Primary teaching documents, each listed and numbered individually on register form
- ☐ 29f. Other (please describe)..... ☐

## PART II: REVIEWS VERIFICATIONS

### ☐ **First Level Review Verification (typically the Academic Department)**

Documentation (such as an email correspondence) that the candidate had the opportunity to review the non-confidential material of this dossier and to respond to items contained therein.

Date of documentation: \_\_\_\_\_

### ☐ **Second Level Review Verification (Typically College Review Body)**

Documentation (such as an email correspondence) that the candidate had the opportunity to review the non-confidential material of this dossier and to respond to items contained therein.

Date of documentation: \_\_\_\_\_

### ☐ **Third Level Review Verification (typically Dean or designee)**

Documentation (such as an email correspondence) that the candidate had the opportunity to review the non-confidential material of this dossier and to respond to items contained therein.

Date of documentation: \_\_\_\_\_

**THANK YOU**