

TENURE: REQUIRED MATERIALS FOR CANDIDATES (2011-2012):

One notebook binder with hard copies of the following items, in following order:

- Department letter (with multiple signatures), including these attachments:
 - List of suggested external referees.
 - List of suggested benchmarks.
 - List of suggested student referees.
 - Internal reports on scholarship/teaching (if available).
- One set of grade sheets.
- Letters from external reviewers (originals).
- CV.
- Candidate's statement.
- Readers' reports or reviews of the candidate's work.
- Book contracts.
- Grant proposals and reviews.
- Citation index listings.
- Course syllabi.
- CTEC statistical summaries and summaries of comments ("NU CTEC Instructor Reports"; landscape format).

One notebook binder with hard copies of published and forthcoming articles and works in progress other than books, numbered according to the CV.

One notebook binder with printouts of book manuscripts or page proofs

Three copies each of published books.

One CD with electronic versions of *EVERYTHING* above (except published books) in *PDF or Word format*, but *NO SCANS PLEASE*, unless you absolutely cannot avoid it.

Naming convention for electronic files:

- [Surname]_dept_ltr (this file should include the letter itself, plus lists of referees and benchmarks, plus internal reports on scholarship or teaching, if they exist)
- [Surname]_grade_sheets
- [Surname]_ltrs_to_dept
- [Surname]_cv
- [Surname]_statement
- [Surname]_readers_reports // [Surname]_book_reviews
- [Surname]_book_contract
- [Surname]_grant_information
- [Surname]_citations
- [Surname]_syllabi
- [Surname]_CTECs
- [Surname]_pub_1
- [Surname]_pub_2 (etc., corresponding to list of numbered publications in the CV).