TENURE: REQUIRED MATERIALS FOR CANDIDATES (2017-18):

**One** notebook binder with hard copies of the following items, in following order:
- Department letter (with multiple signatures)
- List of suggested external referees.
- List of suggested benchmarks.
- List of suggested student referees.
- Internal reports on scholarship/teaching (if available).
- Letters from external reviewers (originals).
- Sample letter sent to external reviewers.
- 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.

**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.

Upload electronic versions of EVERYTHING above (except published books) to https://tenurereview.weinberg.northwestern.edu/. SCANS should be 600 dpi resolution.

Naming convention for electronic files (using the surname Smith as an example):
- Smith_department_letter
- Smith_internal_department_report (on scholarship or teaching, if they exist)
- Smith_list_of_suggested_external_referees
- Smith_list_of_suggested_benchmarks
- Smith_list_of_suggested_student_referees
- Smith_cv
- Smith_statement
- Smith_external_referee_letters_to_the_department
- Smith_sample_letter
- Smith_publication_1 (etc., corresponding to list of numbered publications in the CV).
- Smith_grant_information
- Smith_citations
- Smith_book_reviews
- Smith_book_contract
- Smith_readers’ reports
- Smith_CTECs
- Smith_syllabi