

## REQUIRED MATERIALS FOR TENURE CANDIDATES

All required materials (except for published books) should be uploaded to our dedicated tenure review site, Faculty Folio RPT (Review, Promotion, and Tenure). Information about and access to Faculty Folio RPT will be shared with candidates and departments at the appropriate time. Three copies of each published book (for tenure candidates) will need to be delivered by the department to the Dean's Office.

### Candidate Documents (for the candidate to provide and upload)

1. CV (please consult "[Preparing a CV for promotion review](#)")
2. Statement (research, teaching, service)
3. Full Corpus of Publications (including book manuscripts and proofs)
4. Key Publications drawn from the Full Corpus (for external reviewers)
5. Citation Index Listings (if required by discipline norms)
6. Grant Proposals and Reviews (if applicable)
7. Book Contracts (if applicable)
8. Readers' Reports (if applicable)
9. Book Reviews (if applicable)
10. Course Syllabi
11. Awards (if applicable)

### Department Documents (for the department to provide and upload)

1. Department Letter
2. Internal Reports on Scholarship/Teaching (if available)
3. List of Suggested External Referees
- ~~4. List of Suggested Benchmarks\*~~
4. List of Suggested Student Referees
5. External Referee Letters to the Department
6. Sample Request Letter from the Department to External Referees
7. Copies of the Replies of External Referees who declined
8. CTECs (The recommended CTEC Instructor Reports are the administrator's version with student comments pulled from CAESAR/Blue)
9. Peer Classroom Observations (optional)
10. THREE copies each of published books (Please note: the Dean's Office normally does not send edited volumes to external reviewers. Contact the Assistant Dean for Faculty Advancement if you have any questions regarding this policy.)

\*Beginning in 2021-2022, the identification of benchmarks by departments is no longer required. Instead, external evaluators may be asked to compare the candidate's scholarly achievements with those of other scholars of similar rank whom they deem to be top scholars in the field. Normally, these comparisons should be made to scholars appointed in programs considered to be among the very best nationally in the discipline.

Upload electronic versions of EVERYTHING above (except published books) to Faculty Folio RPT, which will be shared with candidates and departments at the appropriate time. SCANS should be 600 dpi resolution.

## DEADLINES

**By October 15<sup>th</sup>**, the tenure candidate's portion of the dossier is submitted to the Dean's Office.  
*(If October 15<sup>th</sup> falls on a weekend, then the due date is the following Monday.)*

**By October 25<sup>th</sup>**, the department's portion of the dossier for tenure candidates is submitted to the Dean's Office. *(If October 25<sup>th</sup> falls on a weekend, then the due date is the following Monday.)*

## NAMING CONVENTION

When candidates and their department upload the documents above to our dedicated tenure review site, please use the naming conventions below for electronic files (using the surname Smith as an example):

### Candidate Documents (for the candidate to provide and upload)

- Smith\_cv
- Smith\_statement
- Smith\_publication\_1 (etc., corresponding to the list of numbered publications in the CV)
- Smith\_key\_publication\_1 (these key publications are sent to external referees)
- Smith\_citations
- Smith\_grant\_information
- Smith\_book\_contract
- Smith\_readers'\_reports
- Smith\_book\_reviews
- Smith\_syllabi
- Smith\_awards

### Department Documents (for the department to provide and upload)

- Smith\_department\_letter
- Smith\_internal\_department\_report (on scholarship or teaching, if they exist)
- Smith\_list\_of\_suggested\_external\_referees
- Smith\_list\_of\_suggested\_student\_referees
- Smith\_external\_referee\_letters\_to\_the\_department
- Smith\_sample\_letter\_to\_external\_referee
- Smith\_copies\_of\_external\_referees\_declined\_department
- Smith\_CTECs
- Smith\_peer\_classroom\_observation