**FACULTY PROMOTION DOSSIER CHECKLIST**

The Division Chair has responsibility to ensure a faculty member’s promotion dossier is prepared for external review based on the school’s APT criteria and dossier expectations. The Division Chair provides his/her endorsement or other action/recommendation for the dossier via this Faculty Promotion Endorsement form prior to the faculty member submitting the dossier for formal APT review.

*Instructions:* Faculty member completes Section I and submits the Dossier Checklist to his/her Division Chair along with CV, intellectual statement, annotated list of publications and reprints, teaching evaluations summary, lists of potential external, internal and student reviewers, and last peer review worksheet. Following a review of the dossier materials, the Division Chair completes Section II and Section III (if applicable) and signs, then returns the form to the faculty member who submits full dossier along with this checklist to the Director, Faculty Affairs.

**SECTION I. *Completed by Faculty member***

FACULTY MEMBER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member’s Secondary Appointment Department and Rank (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dossier Presented for Promotion From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (rank and track) (rank and track)

**SECTION II. *Completed by Division Chair***

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| --- | --- | --- |
| **Dossier**  | **√** | **Comments (if any):**  |
| 1. Dossier addresses significance and impact of work
 |  |  |
| 1. CV reviewed for accuracy
 |  |  |
| 1. Intellectual statement reviewed
 |  |  |
| d. CV and intellectual statement consistent |  |  |
| e. Independence of external reviewers confirmed |  |  |
| 1. Suggestions for external reviewers – please attach list
 |  |  |
| 1. Last Peer Review worksheet reviewed
 |  |  |

**SECTION III. *Completed by Division Chair***

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| **COMMENTS** |
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**Division Chair Signature Date:**