

Promotion and/or Tenure Dossier Checklist

Name _____ Current Rank _____

Department _____ School/College _____

Recommendation For: *(check one)* Promotion & Tenure Promotion Only Tenure Only

Promotion to: Assistant Professor Associate Professor Professor
 Clinical Associate Professor Clinical Professor

Contract Type: *(check one)* Fiscal Academic Adjunct *(not paid)*

AREA COMMITTEE: *(check one)* Fine/Applied Arts Health/Clinical Sciences Humanities Life Sciences
 Physical Sciences Social/Behavioral Sciences Professionals/Applied Studies

Items in Dossier* *(ensure all items are included in all 3 copies of dossier at each level of review)*

	Copy 1	Copy 2	Copy 3
(1) Letter of Transmittal <i>(include area committee assignment)</i>			
(2) Table of Contents			
(3) Section I: UGA Recommendation for Promotion Form <i>(with all signatures & votes)</i>			
UGA Recommendation for Tenure Form <i>(with all signatures & votes)</i>			
(4) Section II: PTU Head Cover Letter(s) <i>(Separate cover ltrs for tenure & promotion)</i>			
Dean's Cover Letter(s) <i>(Separate cover ltrs for tenure & promotion)</i>			
School/College Review Committee Written Rational and Vote			
Candidate's Letter(s) of Response <i>(as applicable)</i>			
(5) Section III: Unit Criteria			
(6) Section IV: Vita*			
Candidate's Statement of "Major Accomplishments" <i>(two page max)</i>			
(7) Section V: Achievements* <i>(12 pages or less)</i> 1. Teaching, 2. Research, Scholarship & Other Creative Activities 3. Service to Society, the University & the Profession			
(8) Section VI: Letter of Offer <i>(include statement of any approved changes in assignment)</i>			
Third-Year Review <i>(for promotion to ASOP Only)</i>			
(9) Section VII: Statement of Qualifications of External Evaluators			
External Letters of Evaluation			

*The vita and achievements sections together should not exceed 25 pages.

NOTE: Do not submit appendices or electronic copies of dossier documents for university level review.