

UGA Dossier Checklist for Promotion and/or Tenure

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* (check all items in all copies of dossier)

	Copy 1	Copy 2	Copy 3
(1) Letter of Transmittal (include area committee assignment)			
(2) Table of Contents			
(3) Section I: UGA Recommendation for Promotion Form (with signatures & votes)			
Regents' Recommendation for Tenure Form (with signatures & votes)			
(4) Section II: PTU Head Cover Letter(s) (Separate cover ltrs for tenure & promotion)			
Dean's Cover Letter			
(5) Section III: Unit Criteria			
(6) Section IV: Vita*			
Candidate's Statement of "Major Accomplishments" (two page max)			
(7) Section V: Achievements* (12 pages or less) 1. Teaching, 2. Research, Scholarship & Other Creative Activities 3. Service to Society, the University & the Profession			
(8) Section VI: Letter of Offer (include statement of any approved changes in assignment)			
Third-Year Review (for promotion to ASOP Only)			
(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: Electronic copies of dossier documents via disk or CD-ROM is no longer required by the Board of Regents.