

CHECK LIST FOR DOSSIERS
(refer to AR 2-1 – Appendix II)

Information is included in the dossier in the order listed, with a tab for each item.

Enclosed

For Dean's Office Use Only

1. Recommendation of college dean _____
2. Recommendation of college advisory committee _____
3. Recommendation of department chair _____
4. Recommendations of directors of centers, institutes or other departments with which the candidate may be associated. _____
5. Up-to-date curriculum vitae or resume _____
6.
 - a. List names and ranks of faculty members in the educational unit _____
 - b. Written opinion of each faculty member required to be consulted within educational unit. _____
7. Written opinions of other faculty members consulted _____
8. Letters providing evaluation of individual's abilities in teaching, research, service or other areas:
 - a. obtained by chair from persons outside the University not suggested by the individual (at least four); _____
 - b. obtained by chair from persons outside the University suggested by the individual (at least two). _____
9. Brief biographical information on persons outside the University from whom chair obtained letters and indication of which were suggested by candidate. _____
10. Copies of faculty merit reviews since the date of hire, and copies of the tenure (two- and four-year) progress reviews. _____
11. Description of the procedural steps used within the department and the college, and explanation of how these steps were communicated to the faculty member. _____
12. If adopted, statements at the department level describing the evidence of activity in teaching, research, and service that are appropriate to the field(s) of the department and date of formal adoption. _____
13. The Teaching Portfolio _____
14. Candidates personal statement on research _____
15. Candidates personal statement on service _____
16. Letters from students, undergraduate, professional and/or graduate, pertaining to candidate's instruction. _____
17. List of, and representative samples from research articles, books, patents, writings, or other creative productivity. _____
18. List of proposals submitted and grant or contract awards received. _____
19. Information or materials relating to professional status and activity, including copies of awards received for teaching or scholarship. _____
20. Information or materials relating to University and public service. _____

21. Distribution of Effort agreements since last promotion or appointment. _____
22. Description and criteria of special title series position or other assignment that differs from regular faculty position. Approved job description of Special Title Series that has been approved by an Area committee. _____
23. If the choice is not obvious, specification of which Area Committee should review the file and the candidate's written consent to be considered by this committee. _____
24. Official Transcript from institution from which highest degree was earned (For Appointment of New Faculty Only) _____
25. Datasheet for Proposed Members of Graduate Faculty, if applicable. <http://www.research.uky.edu/gs/GraduateFacultyProposal.pdf> _____