

Promotion and/or Tenure Electronic Dossier Checklist

Name _____ Current Rank _____

Department _____ School/College _____

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

Promotion to: *(check one)* 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 Professional/Applied Studies

Items in Dossier* *(ensure all items are included in the electronic dossier (pdf format) at each level of review)*

	✓
(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 ltrs for tenure & promotion & for negative PTU vote)</i>	
Dean's Cover Letter(s) <i>(Separate cover ltrs for tenure & promotion)</i>	
School/College Review Committee Written Rationale 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: Brief Statement of Qualifications of Each External Evaluator	
Identification of Evaluation Letters from Candidate's List vs PTU's List	
Sample Letter Requesting Evaluation <i>(optional)</i>	
External Letters of Evaluation	

*Sections IV and V together should not exceed 25 pages. (Guidelines, Revised March 2010)

NOTE: Do not submit appendices for university level review.