PROVOST’S CHECKLIST

FORMAT FOR FACULTY PROMOTION AND TENURE DOSSIERS

(Please ensure that all materials in the dossier follow the exact order listed in each part.)

Part I

Cover sheet that includes:
✓ Full name of the candidate (including terminal degree)
✓ Candidate’s current rank and title
✓ School
✓ Candidate’s proposed rank and title and proposed effective date (must be either “September 1 2017”
✓ or “upon approval of the Board”)
✓ Assessment of research, teaching and service and the basis on which candidate is being proposed for
promotion and tenure

Dean’s Letter that includes:
✓ Introductory paragraph with recommendation, candidate’s name, proposed rank, and effective date
(must be either “September 1, 2017” or “upon approval of the Board”). Faculty members who arrive
prior to the approval by the Board shall carry the title of Acting (Associate) Professor
✓ Process/chronology paragraph summarizing the appointment/review process
✓ External reviewers paragraph
✓ Candidate’s background
  ▪ Candidate’s broad field and subfield, evidence of whether or not these fields continue to be
    intellectually vibrant and promising of important contributions
  ▪ Candidate’s contribution to the discipline’s ongoing intellectual agenda and how these
    contributions connect to the vision and strategic plan of the academic unit and Emory
    University
✓ Issues in faculty committee report
✓ When applicable, issues in the department chair’s report
✓ Dean’s critical perspective and independent recommendation which includes an assessment of
candidate, a brief description of the cohort within which the candidate was evaluated, candidate’s
credentials, candidate’s teaching, research and service, and candidate’s career trajectory. Also should
include the value of the candidate to the unit and the University; as well as the candidate’s expected
trajectory going forward.
✓ Letter from school-based committee to the dean (where applicable)
✓ Letter from department chair/division to the dean (where applicable)
✓ One-page summary curriculum vitae

✓ External reviewers
  ▪ Copy of solicitation letter to external reviewers
  ▪ Copy of the school’s most recent promotion and tenure guidelines from the unit-based
    Handbook that was shared with the external reviewers
  ▪ Six letters from external reviewers, including the signed External Reviewer Form. The External
    Reviewer Form should precede each external reviewer letter.
  ▪ Brief biographical description of each reviewer and relationship to candidate
  ▪ If applicable, letters from internal reviewers

This form is provided to assist in ensuring that a candidate’s dossier is complete. Questions may be directed to the Office of the
Provost, Academic Affairs Division, 727-3698.

Revised: September 15, 2016
✓ Candidate’s personal statement (maximum of five pages) on research, teaching and service

✓ Candidate’s full CV

PART II
✓ Teaching (evaluations and related materials) and service dossier (service activities and related materials)

✓ Copy of the selected scholarly work submitted to external reviewers

PART III
✓ External Reviewers Tracking Form

PART IV
✓ Dean’s letter and candidate’s one-page CV