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 *(include area committee assignment)*	
(2) Table of Contents	
(3) Section I: UGA Recommendation for Promotion Form *(with all signatures & votes)*	
UGA Recommendation for Tenure Form *(with all signatures & votes)*	
(4) Section II: PTU Head Cover Letter(s)	
Dean's Cover Letter(s)	
School/College Review Committee Written Rationale and Vote	
Candidate's Letter(s) of Response *(as applicable)*	
(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 untenured faculty only)*	
(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 *(optional)*	
External Letters of Evaluation	

*Sections IV and V together should not exceed 25 pages, font size must be at least 11 point, all margins must be at least one inch, line spacing must not exceed six lines of text per vertical inch, and page size must be letter (8.5 inches X 11 inches).

NOTE: Do not submit appendices for university level review.