

Promotion and Tenure Electronic Folder Checklist

This checklist provides an overview of the various documents that go into a candidate dossier/folder (as applicable) in preparation for University-level review.

COLLEGE AND DEPARTMENT P&T GUIDELINES (PROVIDED TO TENURE-TRACK FACULTY AT HIRING)

COLLEGE LEVEL REVIEW

- Dean recommendation letter
- Dean reconsideration response letter
- Dean - candidate reconsideration materials
- College Committee recommendation letter
- College Committee reconsideration response letter
- College Committee - candidate reconsideration materials

DEPARTMENT LEVEL REVIEW

- Department Chair recommendation letter
- Department Chair reconsideration response letter
- Department Chair - candidate reconsideration materials
- Department Committee recommendation letter
- Department Committee reconsideration response letter
- Department Committee - candidate reconsideration materials

APPOINTMENT MATERIALS

- UH appointment or promotion letter
- Probationary review letter(s)
- Extension of probation letter (if applicable)
- Joint appointment materials (if appropriate)

EXTERNAL REVIEWS

- Statement of process for selecting external reviewers – include list of nominators
- Sample copy of letters of request to reviewers
- One paragraph (1/2 page maximum) summary of the qualifications of each external reviewer – also include name, title, rank, position, institutional affiliation, relation to the candidate (no CVs)
- Letters from external reviewers

CANDIDATE'S MATERIAL (Prior to the start of the review process, a candidate will have access only to the documents that he/she uploads)

- Candidate's Statement and Curriculum Vitae
- Research, Scholarship, Creative Work with a 1-page table of contents
- Teaching with a 1-page table of contents
- Service with a 1-page table of contents