

## REVIEW DOSSIER CHECKLIST

(refer to [AR 2:1 – Appendix II](#))

**Information is included in the dossier in the order listed and 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 educational unit administrator
4. Recommendations of directors of centers or institutes with which the review candidate is associated
5. **Up-to-date curriculum vitae or resume**
6. Unit Faculty Letters:
  - a. List of unit faculty names and their academic ranks
  - b. Written opinion of each faculty member [required to be consulted](#) within educational unit
7. Written opinions of other University of Kentucky faculty members consulted, as permitted by the unit's rules or requested in writing by the candidate to the educational unit director
8. Letters providing evaluation of review candidate's abilities in teaching, research, service or other areas:
  - a. obtained by unit administrator from persons outside the University not suggested by the candidate (at least four)
  - b. obtained by unit administrator from persons outside the University suggested by the candidate (at least two)
9. Brief biographical information on persons outside the University from whom the unit administrator obtained letters and indication of which were suggested by the candidate
10. Copies of the review candidate's faculty merit reviews:
  - a. since the date of initial appointment (for tenure dossiers)
  - b. since the last promotion review (for promotion dossiers not associated with the granting of tenure)
11. Copies of the review candidate's second- and fourth- year progress reviews (tenure dossiers only)
12. Description of the procedural steps used within the department and the college, and explanation of how these steps were communicated to the faculty member
13. Unit Statements on Evidences describing the evidence of activity in teaching, research, and service that are appropriate to the field(s) within the unit (see Provost's [policy memo](#) for specific information on the inclusion of such statements)

14. **Teaching Portfolio**
15. **Candidate's personal statement on research**
16. **Candidate's personal statement on service**
17. **Letters from students, undergraduate, professional and/or graduate, pertaining to candidate's instruction**
18. **List of, and representative samples from research articles, books, patents, writings, or other creative productivity**
19. **List of proposals submitted and grant or contract awards received**
20. **Information or materials relating to professional status and activity, including copies of awards received for teaching or scholarship**
21. **Information or materials relating to University and public service**
22. **Distribution of Effort (DOE) agreements since initial appointment (tenure dossier) or last promotion (promotion dossier)**
23. **Copy of the job description, as approved by the appropriate Area committee, for a review candidate in the Special Title Series**
24. **Indication that the review dossier should be sent to an Area Committee other than the one normally associated with the educational unit to which the individual is assigned (Include evidence of the candidate's written consent)**
25. **Official Transcript from institution from which highest degree was earned (For Appointment of New Faculty Only)**
26. [Datasheet](#) for Proposed Members of Graduate Faculty, if applicable

I confirm that I have reviewed my complete dossier for tenure review. To the best of my knowledge, it is complete.

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Signature

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Date