



## Candidate's Name

### 1. Table of Contents (pdf)

*(include candidate's name, department and rank of appointment, promotion, reappointment)*



### 2. Candidate's Materials

1. CV(pdf)
2. Brief synopsis of intellectual interest (pdf)
3. Intellectual development statement (pdf)
4. List of graduate mentoring activities (pdf)
-  5. Course outlines for the past three years
  1. Course A (pdf)
  2. Course B (pdf)
  3. Course C (pdf)
6. List of top 10 publications/contributions (pdf)
7. Alphabetical list of collaborators (pdf)



### 3. External Letters



#### External letters of evaluation

1. Evaluator A (pdf)
2. Evaluator B (pdf)
3. Evaluator C (pdf)

*(If letters are received via email and have no signature and/or letterhead, please scan a copy of the email and attach to the letter.)*



#### Contact Log of Those Who Agreed

1. Evaluator A (pdf) *(scan all communications with evaluator A into one pdf file with evaluator A's name as the title)*
2. Evaluator B (pdf) *(scan all communications with evaluator B into one pdf file with evaluator B's name as the title)*
3. Evaluator C (pdf) *(scan all communications with evaluator C into one pdf file with evaluator C's name as the title)*



#### Contact Log of Those Who Denied

1. Evaluator D (pdf) *(scan all communications with evaluator D into one pdf file with evaluator D's name as the title)*
2. Evaluator E (pdf) *(scan communications with evaluator E into one pdf file with evaluator E's name as the title)*
3. Evaluator F (pdf) *(scan all communications with evaluator F into one pdf file with evaluator F's name as the title)*



#### Contact Log of Those Who Did Not Respond

1. Evaluator G (pdf) *(scan all communications with evaluator G into one pdf file with evaluator G's name as the title)*
1. Sample request letter (pdf)
2. Statement identifying and describing external evaluators, including contact information (pdf)
3. Log of any additional contact with evaluators (pdf)
-  4. Unsolicited evaluations/correspondence
  - Letter from grad student A (pdf)
  - Letter from random person B (pdf)

#### 4. Committee Materials

1. Search committee report (pdf) *(if applicable)*
2. Review committee report (pdf)
-  3. Supplementary Materials
  1. Statement from other units to which candidate contributes (pdf)
  2. Description and importance of candidate's field (pdf)
  3. Size of candidate's field and subfield (pdf)
  4. Statement appraising quality of journal(s) and/or publisher(s)

#### 5. Department Chair Materials

1. Chair's Report (pdf)
-  2. Supplementary Materials
  1. Reappointment summary letter (pdf) *(if applicable)*
  2. Voting policy and list of those voting (pdf)
  3. Chair's ranking of tenured faculty *(only for cases involving tenure)*
  4. Names and contact information for six additional reviewers (pdf)

#### 6. Dean's Letter

*(departments do not put anything in this folder; information provided by dean's office)*

#### 7. Publications

*(items on top 10 list – do not scan books)*

1. Journal Article 1 (pdf)
2. Journal Article 2 (pdf)
3. Journal Article 3 (pdf)

#### 8. Published Reviews of the Candidate's Work

-  1. Book A
  1. Review 1 (pdf)
  2. Review 2 (pdf)
  3. Review 3 (pdf)
-  2. Book B
  1. Review 1 (pdf)
  2. Review 2 (pdf)
3. Article C review (pdf)  
*(don't put review in a file if there is only one review of a particular publication)*

#### 9. Teaching Record

1. Tabular summary of teacher course evaluations (pdf)
-  2. Teacher course evaluation forms
  -  1. 2006-07
    1. ClassXYZ123\_Fall06 (pdf)
    2. ClassABC456\_Spring07 (pdf)
  -  2. 2007-08
    1. ClassXYZ123\_Fall07 (pdf)
    2. ClassFEG973\_Fall07 (pdf)



## **10. Recent Grant Proposals**

(pending and awarded; include summary only)



## **11. Other**

1. Other material considered relevant (pdf)
2. Explanation of any omissions (pdf)