

Dossier Checklist: Promotion to Professor 2026-27

Candidate's Name: _____

School/College/Library: _____

Current Rank/Title: _____

Action: **Promotion to Professor**

A candidate's dossier must include the following items:

Completed dossier checklist

UCD-7 signature form

Primary unit criteria [current (most recently approved) primary unit criteria shall apply]

Initial offer letter

Previous RTP and personnel actions (including credit for prior service, tenure clock extensions, reappointment letters and VCAC memo, tenure letters and VCAC memo)

Faculty External Impact Statement (optional)

Current curriculum vitae (See [Office of Faculty Affairs website](#) for suggested format.)

Overall summary statement (*two-to-three-page summary overview*)

Teaching (librarianship) statement (*no more than three pages*)

Scholarly/creative work statement (*no more than three pages*)

Leadership/service statement (*no more than three pages*)

Supporting teaching (librarianship) materials

FCQ one-page summary table (See [Office of Faculty Affairs website](#) for format.)

FCQ summaries (*Schools and colleges have discretion in terms of very large courses, but need to submit unbiased, representative samples of FCQs.*)

Supporting scholarly/creative work materials

Supporting leadership/service materials

Primary Unit Evaluation Committee report

Primary Unit analysis of teaching (librarianship) (*subcommittee report, if relevant*)
(*Documentation requires peer reviews of teaching/librarianship, other multiple methods of evaluation, and critical, relevant teaching/librarianship analyses.*)

Primary Unit analysis of scholarly/creative work (*subcommittee report, if relevant*)

Primary Unit analysis of leadership/service (*subcommittee report, if relevant*)

Primary Unit recommendation and vote (*See Letter Writing Requirements for Dossiers for acceptable wording for evaluation and vote count. **)

if vote is not unanimous, an explanation of dissenting views is required and a minority report by dissenting faculty may be added

Dean's review/advisory committee recommendation and vote (*See Letter Writing Requirements for Dossiers for acceptable wording for evaluation and vote count. **)
(*an independent analysis at this level is required*)

if vote is not unanimous, an explanation of dissenting views and a minority report by dissenting faculty may be added

Dean's recommendation (*See Letter Writing Requirements for Dossiers for acceptable wording for evaluation. **)

External Review

Letters received from external reviewers

External Reviewers' biographical sketch or short vita

List of external reviewers contacted, indicating:

- **whether candidate or primary unit recommended the evaluator**
- **relationship, if any, of the evaluator to the candidate or to a member(s) of the primary unit**
- **who responded**
- **a numbered order** (for consistency if they are quoted in first-level and second-level recommendations)

Explanation of how reviewers were selected

Copy of the letter requesting external reviewer evaluation letters

Number of reviewers meets requirements **explanation if requirement not met**

Ratio meets requirements **explanation if requirement not met**

Reconsideration recommendations

(*If the Dean's review/advisory committee or the Dean disagrees with the recommendation of the Primary Unit, the dossier is returned to the Primary Unit for reconsideration, after which the Primary Unit returns its reconsidered judgment to the Dean for further consideration.*)

Primary unit's reconsideration, if applicable

Additional reconsideration and vote of the Dean's advisory/review committee and/or Dean, if applicable

I have reviewed this candidate's dossier and affirm that it is complete and is consistent with University policy.

Dean's Signature _____ **Date** _____

* ***Letter Writing Requirements for Dossiers*** dictates the acceptable wording for evaluation and vote counts of performance at each level. Reappointment/comprehensive review evaluation of teaching (librarianship), scholarly/creative work, and leadership/service differ from promotion and tenure evaluations.