

Primary Dossier for Career Faculty Promotion

Checklist:

DATE:	SCHOOL/COLLEGE:
CANDIDATE:	DEPARTMENT/UNIT:
UO ID (95#):	DEAN/VICE PRESIDENT:
CURRENT RANK:	DEPARTMENT/UNIT HEAD or
PROMOTION TO:	DIRECTOR:

Items for Dossier:

Voting Summary	Curriculum Vitae
Promotion Eligibility Worksheet	Candidate Statement
Department or Unit Promotion Criteria (link only)	Awards
Dean's or Vice President's or Vice Provost's Evaluation and Recommendation	Teaching Overview Report (Cognos)
Department or Unit Head or Center Director's Evaluation and Recommendation	Teaching Detail Report (Cognos, E- SES)
Department or Unit Personnel Committee Evaluation and Recommendation and/or School/College Personnel Committee Evaluation and Recommendation (if applicable)	Peer Reviews of Teaching (if applicable)
Supervisor Letter of Evaluation and/or Internal/External Reviewer Letters of Evaluation (if applicable)	Student Mentorship
	Professional Activities and Service (if applicable)
	Scholarship, Research, or Creative Activity (if applicable)
	Letter of Waiver: Full, Partial, Non- Waiver
	Conditions of Appointment

Voting Summary

	Number of eligible voters	Yes	No	Abstain	Recuse	Did not participate
School/College/Center FPC						
Department/Unit Committee						

*All eligible voters are expected to participate. Abstain indicates inability to vote; recuse indicates conflict of interest; not participating indicates an eligible voter who is not abstaining, recusing, or voting. Explain all abstains and recuses in the Comments section below.

Comments:

REQUIRED
Promotion Eligibility Worksheet

- [The Office of the Provost eligibility forms](#)

REQUIRED

Department or Unit Promotion Criteria

- [Department or unit policies \(link only\)](#)

REQUIRED**Dean's or Vice President's or Vice Provost's Evaluation and Recommendation**

- Summary of unit process, evaluation, and independent recommendation. Please do not repeat other reports.
- Signed and dated (digital or physical)

REQUIRED**Department or Unit Head or Center Director's Evaluation and Recommendation**

- Summary of unit process, evaluation, and independent recommendation. Please do not repeat other reports.
- Signed and dated by all committee members (digital or physical)

REQUIRED

**Department or Unit Personnel Committee Evaluation and Recommendation and/or
School/College Personnel Committee Evaluation and Recommendation (if
applicable)**

- Signed and dated by all committee members (digital or physical)

IF APPLICABLE

Supervisor Letter of Evaluation and/or Internal/External Reviewer Letters of Evaluation

- Summary of unit process, evaluation, and independent recommendation. Please do not repeat other reports.
- Signed and dated (digital or physical)

REQUIRED

Curriculum Vitae

A comprehensive and current curriculum vitae

Please review the Office of the Provost's CV template

- Clearly differentiate between accomplishments that occurred during the review period and those that did not by using highlighted yellow.
- Signed and dated (digital or physical)

For candidates whose position includes research:

- Identify whether publications are peer reviewed or not peer reviewed.

Academic disciplines differ in their approach to authorship listing conventions. For the benefit of dossier readers, please explain the convention of the candidate's scholarship/creative discipline. Examples include:

- Authors listed by effort, with highest effort author first and proceeding linearly
- Authors listed alphabetically
- It's complicated, explanation included.

REQUIRED
Candidate Statement

The statement should expressly address the subjects of teaching, scholarship/creative activity (appropriate to job description); service contributions to the academic department/unit, center/institute, school/college, university, professional, and the community; and contributions to diversity, equity, and inclusion.

- Must not exceed 3-6 pages
- Signed and dated (digital or physical)

REQUIRED
Awards (if applicable)

If no awards, please leave blank

Awards should identify applicable information including the granting organization (internal/external), title, duration of award period, and amount, if carrying a monetary component

- Teaching awards
- Research awards
- Service/Administration awards
- Other awards

REQUIRED
Teaching Overview Report (Cognos)

REQUIRED
Teaching Detail Report (Cognos, E-SES)

REQUIRED (Instructional Faculty)

Peer Reviews of Teaching

- One peer review of teaching per appointment period
- Signed and dated by reviewer and candidate (digital or physical)

REQUIRED

Student Mentorship

- List all advisees at UO and external
 - PhD advisees
 - Master's thesis advisees
 - Postdoctoral scholar advisees
 - Undergraduate honors advisees
 - Other
- Include date, name, and title of the project supervised (if applicable)

IF APPLICABLE
Professional Activities & Service

REQUIRED (Research Faculty)
Scholarship, Research, or Creative Activity

REQUIRED**Letter of Waiver: Full, Partial, or Non-Waiver**

- Signed and dated (digital or physical)
- Indicate which waiver the candidate selected
 - Full
 - Partial
 - Non-Waiver
- If there are external reviewers, be careful to note the correct waiver in correspondence with the reviewers

REQUIRED

Conditions of Appointment

- Include original offer letter, addendum, and any position MOUs