

## Dossier for TTF 6<sup>th</sup>-Year Post Tenure Review (6PTR)

### Checklist:

DATE:

CANDIDATE:

SCHOOL/COLLEGE:

DEPARTMENT/UNIT:

DEAN:

DEPARTMENT/UNIT HEAD:

### Items for Dossier:

Voting Summary

Department or Unit Review Criteria

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

Department or Unit Head's Evaluation  
& Recommendation

Department or Unit Personnel  
Committee Report

Curriculum Vitae

Candidate Statement

Scholarship or Creative Activity  
Portfolio (see unit policies for  
requirements)

Teaching Portfolio (see unit policies  
for requirements)

Peer Review of Teaching

Teaching Detail Report (Cognos, E-  
SES)

Instructor Reflection Report  
(OPTIONAL)

Service Portfolio (see unit policies for  
requirements)

DEI Portfolio (see unit policies for  
requirements)

Sabbatical Report (if applicable)

### Voting Summary

	Number of eligible voters in unit	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**

### **Department or Unit Promotion and Tenure Criteria**

- Department/Unit Policies (link only)
- Election of criteria, if applicable

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

- Brief summary of school/college process, evaluation, and independent recommendation. Please do not repeat other reports.
- Signed and dated (digital or physical)

**REQUIRED****Department or Unit Head's Evaluation & Recommendation**

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

**REQUIRED**

**Department or Unit Personnel Committee Report**

- Signed and dated by all committee members (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.
- Identify whether publications are peer reviewed or not peer reviewed.
- Signed and dated (digital or physical)

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; 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 6 pages
- Signed and dated (digital or physical)



**SEE UNIT POLICIES FOR REQUIREMENTS**  
**Scholarship or Creative Activity Portfolio**

**SEE UNIT POLICIES FOR REQUIREMENTS**  
**Teaching Portfolio**

## **REQUIRED**

### **Peer Review of Teaching**

- Two reviews; one review conducted every three years (2 peer reviews are necessary for the 6PTR dossier)
- Signed and dated by reviewer and candidate (digital or physical)

**REQUIRED**  
**Teaching Detail Report (Cognos, E-SES)**

**OPTIONAL**  
**Instructor Reflection Report**

**SEE UNIT POLICIES FOR REQUIREMENTS**

**Service Portfolio**

**SEE UNIT POLICIES FOR REQUIREMENTS**  
**Contributions to DEI Portfolio**

**IF APPLICABLE**  
**Sabbatical Report**