

DOSSIER CHECKLIST & FILE NAMING CONVENTIONS 2023-24

Instructor to Senior Instructor and Senior Instructor to Principal Instructor (all in PDF)

Dossier Component	File Name
Dossier Checklist	01_LastNameFirstName_Checklist
Primary Unit Criteria	02_LastNameFirstName_PrimaryUnitCriteria
Initial Offer Letter	03_LastNameFirstName_InitialOfferLetter
Previous RTP/Personnel Actions	04_LastNameFirstName_PreviousRTP_PersonnelActions
Pandemic Impact Statement	05_LastNameFirstName_PandemicImpactStatement
Curriculum Vitae	06_LastNameFirstName_CV
Teaching Statement	07_LastNameFirstName_TeachingStatement
FCQ Summaries	08_LastNameFirstName_FCQSummaries
Supporting Teaching Materials (Incl. at least 2 peer observations)	09_LastNameFirstName_SupportingTeachingMaterials
Creative/Research Statement (as pertaining to teaching)	10_LastNameFirstName_CreativeResearchStatement
Leadership/Service Statement (as pertaining to teaching)	10_LastNameFirstName_LeadershipServiceStatement
Department Chair Recommendation Letter	11_LastNameFirstName_ChairRecommendation
Dean's Advisory Committee Recommendation	12_LastNameFirstName_DeansAdvisoryRecommendation
Dean's Recommendation	13_LastNameFirstName_DeansRecommendation

= Provided by the Associate Dean for Faculty and Student Affairs

EVALUATION PROCESS AND TIMELINE

- **February 1:** Instructor submits Dossier to the Associate Dean for Faculty and Student Affairs
- **February 15:** Department Chair Recommendation Letter due
- **February 15 – March 1:** Instructor review and response period of Department Chair Recommendation Letter
- **March 1 – April 1:** Dossier is forwarded (including Department Chair Letter) to the Dean's Advisory Council for Reappointment, Tenure and Promotion (DAC-RTP) who will author a letter of recommendation and vote
- **April 1 – 15:** Instructor review and response period of Dean's Advisory Council Letter
- **April 15 – May 15:** The Dossier, Chair Letter and DAC-RTP letter of recommendation and vote is sent to the Dean. The DAC-RTP recommendation and vote are advisory to the College Dean, who will make the final recommendation
 - Note: The Dean's decision can be made in-part based upon needs of the department and budgetary concerns
- **June 1:** The Dean will notify the Instructor of the outcome of the decision
- **September 1:** Upon the recommendation of the Dean, the new rank becomes effective