

Candidate: _____ Department: _____

Required materials for candidates recommended for TENURE:

Four notebooks, original and three copies each including:

- Department letter.
- Internal reports on scholarship/teaching.
- Letters from external reviewers.
- CV.
- Candidate's statement.
- Readers' reports or reviews of the candidate's work.
- Book contracts.
- Grant proposals and reviews.
- Citation index listings.
- Course syllabi.
- CTEC statistical summaries and summaries of comments.
- Reports of classroom visits.

Three sets of publications _____

One set of grade sheets for notebook labeled "Original" _____

Required materials for candidates recommended for PROMOTION TO FULL PROFESSOR:

Three notebooks, original and two copies (see above) _____

Two sets of publications _____

One set of grade sheets for notebook labeled "Original" _____

Department Letter (see Chairperson's Handbook, subsection V.L.) _____

Departmental vote, total including abstentions and absences. Did all eligible faculty participate? Names of those voting and not voting. _____

Assessment of scholarship or equivalent production. Explanation for a lay audience. Its quality, quantity and importance. Discussion of external letters, if any. Works of special significance. Norms of productivity in the field; candidate's productivity. Comparison of candidate with cohort. Strengths and weaknesses. _____

Special outside recognition (e.g. honors, awards) candidate has received. _____

Candidate's teaching and advising. Enrollment patterns in the department; such patterns in the candidate's courses. Departmental teaching load; teaching load at the candidate's rank; candidate's load. Evaluation of teaching. Evaluation of advising. Ways to improve, if necessary. _____

Candidate's citizenship and service. Departmental and other committees; other non-teaching responsibilities. _____

Past, present, and possible future role of the candidate in the department—teaching, research, and service. _____

If there is a sizable (more than one or two) negative vote, digest of reasons behind dissent. Full account of dept. discussion. _____

Three or four benchmarks. Names, titles, affiliations, comments about professional standing. _____

Candidate: _____ Department: _____

At least eight suggested external referees. Information to include:

- Exact, full titles.
- Addresses.
- E-mail addresses.
- Phone numbers.
- Comments about standing and qualifications.
- List separately those referees contacted by department.

In addition to a hard copy send above information as an email attachment to: s-cole@northwestern.edu.

At least five student referees. Exact, current addresses. Courses taken from the candidate: title, date, level, size.

Multiple signatures.

Responses from external referees contacted by department.

Also sample of letter department sent soliciting reviews.

Internal evaluative letters or reports (from faculty members, subcommittees, partner programs, etc.)

Candidate's CV (see Chairperson's Handbook, subsection V. K.)

Is the CV current? Neat? Typo-free?

Name

Birthdate optional

Major professional interests

Colleges and universities attended, with degrees, dates

Employment history since B.A./B.S.

Predoctoral honors and fellowships

Postdoctoral awards and honors

Research support during the last several years

Title of research projects

Amounts

Sources

Requests now pending

Requests being planned

Publications, *numbered and with full particulars*: what, where, when, pagination (Titles in vita should correspond to titles on actual publications)

Books, whether published, in press, accepted

Articles

Textbooks

Book Reviews

Equivalent creative work (shows, etc.)

Lectures, scholarly talks, etc.; equivalent creative work

Leaves of absence

Peer review responsibilities: editorial boards, research boards of scholarly organizations, consultation for foundations, government agencies, etc.; guest-curating, jurying, etc.

Memberships in professional organizations

Technical statement of current and planned research

Areas of recent undergraduate and graduate teaching

Candidate: _____ Department: _____

- Courses taught (not C99s, etc.) in at least the last three years _____
- Courses designed or revised _____
- Number of C98, C99, D99, E90 registrations in at least the last three years; students' names _____
- Number of examining committees for M.A.s and Ph.D.s _____
- Students' names and years for C98, etc.; Ph.D. advisees _____
- Advising activities _____
- Service _____
- Special departmental, College, University assignments _____
- Other departmental, interdepartmental, College, University community activities _____

Candidate's Statement (see *Chairperson's Handbook*, subsection V. K.) _____

Readers' Reports and reviews commenting on candidate's work.

Book contract if book is unpublished.

Grant proposals and reviews. Current – both approved and pending. Cover sheet, abstract, budget pages and reviewers' comments only. Pink sheets optional.

Citation indexes. Where applicable, copies of SCI, SSCI, or AHI for past five years. _____

Teaching materials

Instructor's grade lists for *all* classes in the last three years in residence ("Original" notebook only; these are used by the *ad hoc* committee in choosing student referees.) _____

Syllabi, examinations, etc. Just one per course title. (If course repeated, no need for one from each occurrence.) _____

CTEC evaluations: printed statistical summaries and summaries of comments for past three years, minimum. _____

Any reports of classroom visits by senior faculty. _____

Please verify that all CTECs and all corresponding gradesheets are supplied in the original binder. _____

Publications. All publications are needed (not only those since the candidate's last reappointment or promotion). *Make sure all copies are clean, complete and numbered (consistent with cv).* "Original" set of publications must be single sided with numbered pages. _____

Electronic Publications.

A candidate may also present publications electronically via his or her home page or a special page that gathers the key publications for the promotion review.

If the candidate is submitting a scholarly website as part of the dossier, please ask them to ensure that outsiders can access it. (Passwords, compatibility with various browsers, other technical issues.) _____

Candidate: _____ Department: _____

Checked by: _____ Date: _____

Missing materials: _____

Chairperson notified (date): _____

Missing materials received: _____