

NAME _____
 DEPARTMENT _____
 PROPOSED ACTION _____
 PROPOSED EFFECTIVE DATE _____
 MANDATORY REVIEW YES _____ NO _____

UNIVERSITY AT BUFFALO
The State University of New York

Checklist for Promotion Dossiers Prepared after September 2000

Please place a check in the appropriate box to signify the placement of necessary items in the Dossier. Each person's signature signifies that he/she has checked all preceding items (in original Dossier only).

A. Departmental Preparation and Review

PART I (Available to Candidate)

1. Chair's (Dean's) letter (see Section A/ Part I/ Item 1)*
 Support Non-support
 Quantitative vote at department (or school) level
 Indicate if by rank Indicate if by closed ballot
2. Advocate's statement, if applicable, following Chair's letter (A/I/2).....
3. Approved search report cover sheet , for appointments only (A/I/3)
4. Curriculum vitae (A/I/4)
5. Candidate's statement about research or creative activity (A/I/5), minimally to include:
 - a. Research funding support, if applicable
 - b. Description of research program.....
 - c. Evidence of influence of work in the field.....
6. Candidate's statement about service (A/I/6)
7. Candidate's teaching portfolio, to be explicitly evaluated by the department chair, and including:
 - a. Candidate's statement about teaching, describing teaching and curricular contributions and their connection to academic programs of which they are a part (A/I/7).....
 - b. Appendices, as appropriate to the candidate's discipline, e.g., 1) samples of syllabi, assignments, exams; 2) evidence of student learning or other measures of student success; 3) if applicable, evidence of teaching and learning innovations (including applications of information technology); and 4) if applicable, external funding awarded for teaching-and-learning development activities.....
8. Quantitative teaching evaluations (A/I/4, also A/I/8).....
9. Letters of evaluation from external and internal reviewers, including current and/or former students, who have given candidate permission to review (A/I/9)
10. Unsolicited material, plainly identified as such (A/I/10).....
11. Conditions of employment letter (A/I/11).....

PART II (Confidential)

- 1. Personnel Transaction Form (A/II/1).....

- 2. Letters of evaluation from external and internal reviewers, including current and former students, who have not given candidate permission to review (see Section A, Part II, Item 2; also Part I, Item 9)*
(NOTE: Parts I and II refer, in the aggregate, to a minimum of four letters from disinterested outside reviewers and a minimum of two from internal reviewers, not including letters from students.)

- 3. Background information on letters (A/II/3)
 - a. Statement of procedure for selecting reviewers
 - b. Copies of letters seeking evaluations of scholarship or creative activity, the teaching portfolio, and public service contributions.....
 - c. List of those to whom letters were sent
 - d. List of those failing to respond
 - e. Current biographical sketches of reviewers

Section A checked by: _____ Date _____

B. Faculty or School Review (Items 1 and 2 should be placed on top in Part I)

- 1. Dean’s letter (see Section B, Item 1)*..... Date _____
Support Non-support
Quantitative vote of Personnel Committee
Verification of service credits for prior academic employment.....
Terminal year Yes No
Necessary notification date _____

- 2. Advocate's statement, following Dean's letter, if necessary (B/2)

Sections A and B checked by: _____ Date _____

**Descriptions and guidelines for assembling the items in the dossier are presented in Section Three of the Faculty/Staff Handbook, entitled Academic and Personnel Actions, under the designation “III, The Promotion Dossier.” These are identified by Section, Part, and Item in the same order and sequence as they appear in the construction of the Promotion Dossier proper. For other relevant promotion guidelines, please also refer in Section Three to “I, Criteria” and “II, Procedures.”*