

KEY: R= Required O= Optional

Responsibility of Educational Unit Administrator

Categories of Candidates											
Dossier contents provided by the educational unit <i>administrator</i>	New temp. appt./part-time faculty/new Lecturer/post-retirement	New appt. tenure-track Asst. Prof./instructor	New appt. tenure-track Assoc. Prof. and Prof.	Re-Appt.	Decision not to reappt. (non-renewal of contract)	Terminal appt./terminal re-appt.	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Professor	Promotion to Senior Lecturer	Tenure
Educational Unit Administrator's recommendation	R	R	R	R	R	R	R	R	R	R	R
Request for review by Area Committee different from that specified in the ARs			O					O	O		O
Procedural steps for conducting tenure and/or promotion review			R				R	R	R	R	R
Approved description and criteria of special title series position or other assignment that differs from a faculty position in the regular title series		R	R	R	R	R	R	R	R		R
Copies of DOEs since the date of hire, tenuring or most recent promotion					R	R	R	R	R	R	R
Copies of faculty merit reviews since the date of hire, tenuring or most recent promotion					R	R	R	R	R	R	R
Copies of all tenure progress reviews conducted by the department					R	R	R	R			R
Approved unit statements, if any, for use in guiding evaluations for promotion and tenure			R		R	R	R	R	R		R
List of evaluators outside UK selected independently by Unit administrator			R					R	R		R
Credentials from evaluators outside UK					R			R			
Letters from evaluators outside UK			R					R	R		R
Roster of unit faculty and their academic rank		R	R		R	R	R	R	R	R	R
Consultation with appropriate unit faculty	R	R	R	R	R	R	R	R	R	R	
Letters from appropriate unit faculty		R	R		R	R	R	R	R	R	R
Written evaluations of candidate by individual graduate students							R	R	R		R
Written evaluations of candidate by undergraduate student group, where appropriate											
Written evaluations of candidate by professional or graduate student group, where appropriate							R	R	R	R	R

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Responsibility of Candidate

Dossier contents provided by <i>candidate</i>	New temp. appt./part-time faculty/new Lecturer/post-retirement	New appt. tenure-track Asst. Prof./instructor	New appt. tenure-track Assoc. Prof. and Prof.	Re-Appt.	Decision not to reappt. (non-renewal of contract)	Terminal appt./terminal re-appt.	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Professor	Promotion to Senior Lecturer	Tenure
Up-to-date curriculum vitae	R	R	R	R	R	R	R	R	R	R	R
List of evaluators outside UK suggested by candidate			R					R	R		
Candidate's personal statement on research			R	R	R	R	R	R	R		R
Candidate's research materials			R	R	R	R	R	R	R		R
Candidate's teaching portfolio and other documents related to teaching			R	R	R	R	R	R	R	R	R
Candidate's personal statement on service			R	R	R	R	R	R	R		R
Candidate's Service materials			R	R	R	R	R	R	R		R

Note:

The Standard Personnel File may contain communications to or from the faculty employee, solicited or unsolicited letters for memos relating to professional function, which are not relevant to consideration for promotion or award of tenure. These materials would be included in the dossier sent forward for consideration only if the faculty employee so requests. Unsolicited items received by the educational unit administrator may be placed in the dossier provided the faculty employee sees them and is offered the opportunity to document his/her response. No materials other than those described in AR II and specified in this matrix shall be incorporated into the contents of a faculty employee's dossier.