Revised March 2015

TENURE DOSSIER CHECKLIST

CANDIDATE NAME: ____
SCHOOL: ____
DEPARTMENT: ____
CURRENT RANK: ____
TENURE REVIEWYEAR : ___________________________

General:

1. Copy of school’s written criteria and process used to evaluate the candidate.
2. Dean’s personal recommendation including a summary evaluation of teaching, research/creative
activities, and service.
3. Departmental recommendation including evaluation of teaching, research/creative activities, and
service, as relevant.
4. Divisional recommendation, as relevant.
5. Candidate’s current curriculum vitae.
6. Candidate’s own statement on teaching, research/creative activities, and service.
7. List of referees supplied by candidate, including referee qualifications and relationship to
candidate.
8. List of referees supplied by the dean, including referee qualifications and relationship to candidate
(if any).
9. Sample of letter written by the dean to solicit outside evaluations.
10. Letters from at least 6 outside referees with at least four of them coming from independent
reviewers contacted by dean.

Teaching:

1. Courses taught each semester; number of students enrolled.
2. Titles (and abstracts where relevant) of any honors theses for undergraduate faculty and
doctoral/masters dissertations for graduate faculty.
3. Copies of any textbooks written.
4. Evidence of any curricula development.
5. Evidence of quality of teaching.
6. Summary of student evaluations forms.
7. Write-ups of student interviews done by unit.
8. Letters from former students (solicited by someone other than the candidate).
9. Evaluation by colleagues, preferably first-hand (e.g. team teaching, symposia, visitation by
colleagues).

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Research:

1. Evaluation from a Yeshiva University colleague of research/creative activities.
2. School evaluation of stature of:
 a. journals in which publications appear, or
 b. museums in which showings have been presented, performances. and so forth.
3. Copies of pedagogically/professionally relevant publications, and/or
4. Copies of creative work, reviews of creative performances and exhibitions, and /or