

# UNIVERSITY COLLEGE CHECKLIST FOR DOSSIER PREPARATION

Candidate's name \_\_\_\_\_

Type of Review

- Promotion
- Sixth Year Promotion and Tenure
- Fourth Year
- Second Year
- OTHER \_\_\_\_\_

## DIGITAL MEASURES DATES:

**\*\*Promotion Only** – Start Date is the effective date of the last promotion at Penn State or the most recent 10 years – whichever is shorter; End date is June 30 of the academic year of review (i.e. for the 2018-19 AY it is June 30, 2019).

**\*All Other Reviews** – Start Date is date of hire into tenure-eligible position; End date is June 30 of the academic year of review (i.e. for the 2018-19 AY it is June 30, 2019).

\*\*\* Pages should be numbered at the TOP RIGHT hand side of the page. Teaching section after divider, beginning with A-1, A-2, A-3 ...; Research section after divider with B-1, B-2, B-3...., etc.

## P&T Cover Form (Complete in its entirety)

- One Tenure Form for tenure year of review (2<sup>ND</sup>/4<sup>TH</sup>; Promotion)
- Two Tenure Forms - promotion and tenure (Tenure form on top)
- PSU ID #
- Rank and Title/College/Department
- Campus
- Rank and Date of initial appointment to University
- Rank and Date of appointment to Tenure-Eligible Position
- Graduate Faculty Status
- Years of Credit Granted (if applicable)
- Rank and Date of Previous Promotion
- Date of Stay of Provision tenure (if applicable)
- Proposed Rank and Title (Promotion Only)

Biographical Data Form

University College P&T Criteria Statement

Campus P&T Criteria Statement

Narrative Statement

Candidate Signature Page  
(Signed and dated **prior** to any committee review)  
(If factual changes are made after the candidate signs, add additional signatures to the same page.)

## TEACHING SECTION

- If not in Digital Measures-Manually add Fall 20XX/Spring 20XX courses (fall courses - Promo; 6<sup>th</sup>; 4<sup>th</sup> year review/spring courses - 2<sup>nd</sup> year review)
- Manually number added pages
- Add unweighted average to Digital Measures SRTE table
- Peer review of teaching inserted in REVERSE chronological order, **most recent first, signed** and dated by evaluator
- Summary of Student Comments - **most recent first**

## RESEARCH SECTION

- Include Citation Index and Impact Factors
- Role/Contribution in authored work
- Role of candidate defined in presentations
- Beginning and end dates for membership in professional and learned societies
- Accepted publications **include # of manuscript pages** and substantiated by letter/email of acceptance
- Manuscripts submitted **include # of manuscript pages**
- Manually number added page

## SERVICE SECTION

- List all materials in reverse chronological order, with most recent first.
- Service to Society – limit to those activities that uses the candidate's professional expertise)

EXTERNAL LETTERS OF ASSESSMENT SECTION – Upload divider in PTORP for all levels of reviews.

– Only needed for promotion and tenure, tenure-only and promotion only reviews

## **\*\*CANDIDATE DOES NOT SEE THIS SECTION**

- Number all pages in this section beginning D-1 to D-XX
- Log of external letters – last column completed by Campus

## STATEMENTS BY REVIEW COMMITTEES AND ADMINISTRATORS

- All pages numbered beginning with E-1
- All letters in chronological order (earliest first and most recent last)
- All letters addressed to the Dean
- All committee reports on letterhead, signed and dated by the Chair
- Committee member list and professional rank included in committee letter

## PTORP

- FINAL version uploaded to PTORP

**\*\* UPLOAD ANY CHANGES AND/OR ADDITIONS IN PTORP AND SEND HARD COPY TO OVPCC.**