

## Georgia State University Promotion and Tenure Dossier Checklist

*\*Please ensure that all items are included in the dossier (PDF and hard copy) in the order listed below. Printed copies of the dossier should be placed in a 1-inch, black binder with a table of contents and a tab separating each item. **\*DO NOT STAPLE OR PAPER CLIP ANY INDIVIDUAL SECTION\****

1. Recommendation of the college/school dean
  - a. Candidate response (if applicable)
2. Recommendation of the college/school promotion and tenure committee
  - a. Minority report (if applicable)
  - b. Candidate response (if applicable)
3. Recommendation of the department chair/director
  - a. Candidate response (if applicable)
4. Recommendation of the department promotion and tenure committee
  - a. Minority report (if applicable)
  - b. Candidate response (if applicable)
5. Candidate curriculum vita
6. Candidate's philosophy of teaching and achievements in instruction, including copies of student evaluation summaries (at least the last 3 years)
7. Candidate's statement on research and information relating to professional development, scholarly productivity, creative contributions, impact in the field, and national/international reputation
8. Candidate's statement on service summarizing service activities to society, the profession, and to Georgia State University
9. Complete list of suggested external reviewers

*\*External reviewers should be selected from Aspirant Peer Institutions or better\**

  - a. The list will show which reviewers were suggested by the candidate and which were suggested by the chair or committee
  - b. The list will show if any suggested reviewers declined to write an evaluation and for what reason (if applicable).
  - c. The list will contain a bio-sketch (**no longer than one page**) for each external reviewer who submits a letter.
10. External review letters

*\*Letters should include a comprehensive evaluation of the candidate's case.*

  - a. At least five letters