

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