

## 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 secured with a binder clip. **\*DO NOT STAPLE OR PAPER CLIP ANY INDIVIDUAL SECTION\****

1. Coversheet for P&T and NTT Promotion Dossiers
2. Recommendation of the college/school dean
  - a. Candidate response (if applicable)
3. Recommendation of the college/school promotion and tenure committee
  - a. Minority report (if applicable)
  - b. Candidate response (if applicable)
4. Recommendation of the department chair/director
  - a. Candidate response (if applicable)
5. Recommendation of the department promotion and tenure committee
  - a. Minority report (if applicable)
  - b. Candidate response (if applicable)
6. Candidate curriculum vita
7. Candidate's philosophy of teaching and achievements in instruction, including copies of student evaluation summaries (at least the last 3 years)
8. Candidate's statement on research and information relating to professional development, scholarly productivity, creative contributions, impact in the field, and national/international reputation
9. Candidate's statement on service summarizing service activities to society, the profession, and to Georgia State University
10. 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 (**Not a CV and no longer than one page**) for each external reviewer who submits a letter.
11. External review letters - *Letters should include a comprehensive evaluation of the candidate's case.*
  - a. At least five letters