

## TENURE DOSSIER CHECKLIST

CANDIDATE NAME: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_  
CURRENT RANK: \_\_\_\_\_  
TENURE REVIEW YEAR : \_\_\_\_\_

### 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).

**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
5. Copies of research papers and developmental projects.
6. Documentation of external grant and fellowship activity. Include all grants applied for and, where appropriate, the outcome. If no grant activity - particularly in the sciences and in the graduate and professional schools, please explain the reasons.

**Service:**

1. Summary of activities (departmental or other University service; local, state or national service; professional or other).
2. Evaluation by professional colleagues (or other knowledgeable individuals) of the quality and impact of the service activities.

I have given a completed copy of this checklist to the candidate and included a copy in the dossier.

\_\_\_\_\_  
Dean's Name

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date