

DOSSIER CHECKLIST

NAME OF EVALUEE: _____

DIRECTIONS: Those charged with rendering judgments on faculty candidacies undertaken in the course of the University peer evaluation process (DRC, dean, FRC, provost, and president) must rely heavily on the dossier offered in support of such a candidacy for information used in rendering those judgments. It is therefore essential that dossiers have a uniform organization. Each dossier submitted in support of such a candidacy **must have a label on its spine identifying the candidate and must be arranged in the order given below with appropriately-labeled tabs as dividers between sections.** The evaluatee and the DRC chair must verify that the following *required* items are in the dossier in the order indicated. Those who review the dossier are responsible for preserving this organization before sending it on to the next level of consideration. **No materials more than six years old at the beginning of the semester in which the evaluation takes place are required to be included in the dossier.** In accordance with the *University Handbook*, the faculty member has the opportunity to include a written response to any information from the dean or other sources that is inserted into the dossier.

ITEM #	DESCRIPTION	EVALUEE INITIALS	DRC CHAIR INITIALS
	The Dossier has a label on its spine identifying the candidate and is arranged in the order given below with appropriately labeled tabs or dividers between sections. If the dossier is composed of more than one notebook, <u>all</u> notebooks have a label on the spine identifying the candidate.		
1	Current form EVAL-7 (including DRC summary statement) and current completed form EVAL-6 (in that order). These items are to be either clipped to the inside front cover of the dossier or placed in the pocket of the inside front cover. When form EVAL-8 is completed by the dean, it is to be placed on top of the form EVAL-7 in the same location. For those faculty undergoing a tenure review, it is recommended that the narrative section (Section II) of the EVAL-6 be used to provide a <u>qualitative</u>, reflective overview of one's accomplishments and their value to the University and the profession for the entire 6-year period. Teaching, professional development, and service should all be addressed in this narrative section. Inclusion of preceding EVAL-6 documents (as required in section 4) shall serve to provide the cumulative, <u>quantitative</u> view of accomplishments for the period. That is, Section I of the current Eval-6 for those undergoing a tenure review should include only accomplishments from the past academic year.		
2	This checklist (form EVAL-10) of dossier contents, as the very first page of the dossier.		
3	A current <i>curriculum vitae</i> for the candidate.		
4	All previous annual activities reports (form EVAL-6) from the candidate's entire evaluation history at CNU (not to exceed six years), arranged in descending order by year (most recent year first).		
5	Copies of <i>all</i> summary statements, recommendations, and decisions generated by previous evaluations (forms EVAL-7 and EVAL-8), but subject to the "six-year" maximum described in the above directions. These materials are to be grouped together <i>by year</i> , with EVAL-8 preceding EVAL-7 for each year, and then arranged in descending order by year (most recent year first).		
6	For tenured faculty, all IDEA reports <i>for individual class sections</i> for the period since the last formal evaluation or for a period of the <i>three most recent complete academic years</i> , whichever is greater but subject to the "six-year" maximum described in the above directions. For non-tenured faculty, all IDEA reports <i>for individual class sections</i> generated since the date of initial appointment, but subject to the "six-year" maximum described in the above directions. These reports are to be arranged in reverse chronological order (most recent first).		
7	Documentation related to <i>teaching</i> , such as course syllabi and examinations, for the same period and in the same order as in item (6).		
8	Documentation related to <i>professional development</i> . Tenured faculty are to include such material for the period since their last formal evaluation or for a period of three years, whichever is greater, but subject to the "six-year" maximum described in the above directions. All other faculty are to include such material for the period since their initial appointment. Preprints or reprints of published papers, papers presented at academic meetings, copies of manuscripts in progress, or other evidence of scholarly activity (e.g., jury reports on exhibitions or performances) <i>must be included</i> if the activity is claimed on form EVAL-6 or any other relevant document present in the dossier.		
9	Appropriate documentation pertaining to the nature and quality of <i>service</i> for the same period as in (6). "Service," as the term is used here, pertains to service to the University, to the profession, to the candidate's discipline, or to the region, the Commonwealth, or the nation. Service that is external to the University should be of such a nature as to clearly be related to one's status as a professional in his or her discipline and/or one's status as a member of the faculty of the University.		
10	Other materials may be included, but they should be grouped separately <i>and not integrated into the materials referenced above.</i> If other materials are included, their role in supporting the candidacy should be clearly identified and their bulk should be kept to a minimum.		

CERTIFICATION: The undersigned certify that the dossier pertaining to this candidacy meets the criteria enumerated above.

(evaluatee)

(DRC chair)

