

Timeline and Checklist for Clinical Dossier Preparation for First Reappointment Review and Promotion Reviews

In the College of Education, the Clinical candidate’s dossier is submitted electronically for review by the Departmental Review Committee, the Department Chair, the Dean, and in cases of promotion to the College Review Committee. In the chart below, the elements of the dossier, the person responsible for completing and including those elements and deadlines for submission are noted. Each of the required elements has been described in the previous pages.

If significant new information is received by the candidate after the January 30 submission date, the candidate may request that the Chair add the new material to the dossier. The Chair will notify the appropriate committee if new material is added. No additional material may be added after the close of the Fall semester.

Elements	Person Responsible	Deadline	Electronic Submission
Job description memo	Candidate	Jan. 30	X
Vita	Candidate	Jan. 30	X
Narrative statement, including any charts appropriate to narrative (as appendices)	Candidate	Jan. 30	X
Evidences appropriate to job description, e.g., teaching, research, supervision, advising, administration/leadership. Up to 20 evidences may be submitted. A cover memo should describe the rationale for selection of the evidences.	Candidate	Jan. 30	X
Copies of prior annual evaluations (3 years)	Chair/Supervisor	Jan. 30	X
Copies of prior reappointment and promotion recommendations by Dean (if applicable)	Chair/ Supervisor	Jan. 30	X
Student evaluations of instruction and/or student teacher evaluation of supervision (3 years) (if applicable)	Chair/Supervisor	Jan. 30	X
Survey of students for whom candidate has provided guidance (if applicable)	Chair/ Supervisor	Jan. 30	X
Chart of external reviewers	Chair/ Supervisor	Jan. 30	X
External letters of review	Chair/ Supervisor	Jan. 30	X
Recommendation letters <ul style="list-style-type: none"> • DRC • Chair • CRC • Dean 	<ul style="list-style-type: none"> • DRC Chair • Chair/Supervisor • CRC Chair • Dean 	<ul style="list-style-type: none"> • Feb. 21 • March 15 • April 30 • May 15 	<ul style="list-style-type: none"> X X X X