

Tenure/Promotion Application Checklist:

Name of Candidate: _____

Department: _____

Application for: Tenure: _____ Promotion: _____

Along with the original folder there needs to be six (6) copies of the file. Please place each set into individual folders that are labeled.

File includes:

____ Recommendation from the Dean

____ Recommendation from the Department

____ Application from the Candidate

____ Candidate's C.V.

____ Candidate's Dossier

____ Supporting Material – **ONLY 1 COPY**

____ External Letters of Reference (originals and copies to be supplied from the Dean of Faculty) – **this information to be filled in by the Dean's office.**

Name

Affiliation

1. _____

2. _____

3. _____