

NAME \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_  
 PROPOSED ACTION \_\_\_\_\_  
 PROPOSED EFFECTIVE DATE \_\_\_\_\_  
 MANDATORY REVIEW                      YES                      NO

**UNIVERSITY AT BUFFALO**  
*The State University of New York*

**Checklist for Promotion Dossiers Prepared after September 2000**

Please place a check in the appropriate box to signify the placement of necessary items in the Dossier. Each person's signature signifies that he/she has checked all preceding items (in original Dossier only).

**A. Departmental Preparation and Review**

**PART I (Available to Candidate)**

1. Chair's (Dean's) letter (see Section A/ Part I/ Item 1)\*  
     Support                                      Non-support  
     Quantitative vote at department (or school) level .....  
     Indicate if by rank                      Indicate if by closed ballot
  
2. Advocate's statement, if applicable, following Chair's letter (A/I/2).....
  
3. Approved search report cover sheet , for appointments only (A/I/3) .....  
     ( The UBemployment email notification of approval to the posting administrator should replace the old cover sheet)
  
4. Curriculum vitae (A/I/4) .....
  
5. Candidate's statement about research or creative activity (A/I/5), minimally to include:
  - a. Research funding support, if applicable .....
  - b. Description of research program.....
  - c. Evidence of influence of work in the field.....
  
6. Candidate's statement about service (A/I/6) .....
  
7. Candidate's teaching portfolio, to be explicitly evaluated by the department chair, and including:
  - a. Candidate's statement about teaching, describing teaching and curricular contributions and their connection to academic programs of which they are a part (A/I/7).....
  - b. Appendices, as appropriate to the candidate's discipline, e.g., 1) samples of syllabi, assignments, exams; 2) evidence of student learning or other measures of student success; 3) if applicable, evidence of teaching and learning innovations (including applications of information technology); and 4) if applicable, external funding awarded for teaching-and-learning development activities.....  
(Appendices are supplemental materials and should follow the guidelines for dossier preparation and handling purposes)
  
8. Quantitative teaching evaluations (A/I/4, also A/I/8).....
  
9. Letters of evaluation from external and internal reviewers, including current and/or former students, who have given candidate permission to review (A/I/9) .....
  
10. Unsolicited material, plainly identified as such (A/I/10).....
  
11. Conditions of employment letter (A/I/11).....

**PART II (Confidential)**

- 1. Personnel Transaction Form (A/II/1).....
- 2. Letters of evaluation from external and internal reviewers, including current and former students, who have not given candidate permission to review (see Section A, Part II, Item 2; also Part I, Item 9)\* .....  
*(NOTE: Parts I and II refer, in the aggregate, to a minimum of four letters from disinterested outside reviewers and a minimum of two from internal reviewers, not including letters from students.)*
- 3. Background information on letters (A/II/3)
  - a. Statement of procedure for selecting reviewers .....
  - b. Copies of letters seeking evaluations of scholarship or creative activity, the teaching portfolio, and public service contributions.....
  - c. List of those to whom letters were sent .....
  - d. List of those failing to respond .....
  - e. Current biographical sketches of reviewers .....

Section A checked by: \_\_\_\_\_ Date \_\_\_\_\_

**B. Faculty or School Review (Items 1 and 2 should be placed on top in Part I)**

- 1. Dean’s letter (see Section B, Item 1)\*..... Date \_\_\_\_\_  
                   Support                    Non-support  
   Quantitative vote of Personnel Committee .....
- Verification of service credits for prior academic employment.....
- Terminal year ..... Yes            No
- Necessary notification date \_\_\_\_\_
- 2. Advocate's statement, following Dean's letter, if necessary (B/2) .....

Sections A and B checked by: \_\_\_\_\_ Date \_\_\_\_\_

*\*Descriptions and guidelines for assembling the items in the dossier are presented in Section Three of the Faculty/Staff Handbook, entitled Academic and Personnel Actions, under the designation “III, The Promotion Dossier.” These are identified by Section, Part, and Item in the same order and sequence as they appear in the construction of the Promotion Dossier proper. For other relevant promotion guidelines, please also refer in Section Three to “I, Criteria” and “II, Procedures.”*