

CHECKLIST FOR DOSSIER PREPARATION

School _____ Name of Candidate _____

<input type="checkbox"/>	Recommendation for Appointment form or Recommendation for Promotion form.
<input type="checkbox"/>	For appointments only: Documentation of position posting or waiver of requirement to post position. Include summary of proactive outreach to ensure equal opportunity. [Only the Provost's Office can waive the requirement to post a position. The offer letter does not need to be included in the dossier.]
<input type="checkbox"/>	I-A. Administrative and Faculty Assessments (see section 8.1). [Include all applicable assessments from the list below.]
<input type="checkbox"/>	Dean. Independent assessment and recommendation with a candid explanation of reasons.
<input type="checkbox"/>	School committee. Report of the school faculty committee that advises the dean.
<input type="checkbox"/>	Department chair. Independent assessment with explanation of department needs and strategic goals. Summary of faculty discussion.
<input type="checkbox"/>	Department faculty. Report of faculty and/ or any committee representing department faculty.
<input type="checkbox"/>	For interdisciplinary candidates: Any additional evaluations from appropriate departments/ schools. (The second department/ school does not vote.) Note: this is typically only applicable for candidates with joint appointments greater than 0% (see section 2.9).
<input type="checkbox"/>	I-B. Quantitative Data (see section 8.2). [Include all applicable assessments from the list below.]
<input type="checkbox"/>	Cohort analysis.
<input type="checkbox"/>	Chart showing number of candidate's publications or creative works per year.
<input type="checkbox"/>	Citation counts for candidate's publications.
<input type="checkbox"/>	Journal impact factors (or other measures of the candidate's publications, creative work, performance venues, etc.).
<input type="checkbox"/>	List of grants.
<input type="checkbox"/>	II. Curriculum Vitae (see section 8.3).
<input type="checkbox"/>	III. Personal Statement (see section 8.4).
<input type="checkbox"/>	IV. Teaching Record (see section 8.5). Note: additional evidence of teaching effectiveness should be included in the Appendix (section VII-B).
<input type="checkbox"/>	Teaching memo from department/school.
<input type="checkbox"/>	Teaching statement from candidate.
<input type="checkbox"/>	Chronological list of classes taught, with contact hours and enrollment size. Include independent studies supervised.
<input type="checkbox"/>	List of principal courses developed or substantially revised.
<input type="checkbox"/>	List of graduate students and post-docs mentored. Show each advisee's next career position, if available.
<input type="checkbox"/>	V. Service Record (see section 8.6).
<input type="checkbox"/>	Service statement from candidate (optional).
<input type="checkbox"/>	Service record.
<input type="checkbox"/>	VI. External Reviewer Letters (see section 8.7).
<input type="checkbox"/>	Sample solicitation letter.

<input type="checkbox"/>	Reviewer chart. Chart should show who suggested the reviewer, the reviewer's relationship to the candidate, and whether the reviewer answered all of the questions. Include all individuals who declined to be reviewers, as well as reasons for declining. Explain the choice of any unusual reviewers.
<input type="checkbox"/>	Reviewer bios. Include a brief reviewer bio before each reviewer letter.
<input type="checkbox"/>	Section VI-A: Substantive letters from arms-length reviewers. The dossier should include at least five substantive, arms-length letters.
<input type="checkbox"/>	Section VI-B: Other letters (collaborator, non-arms-length, non-substantive, etc.). Include all correspondence to and from reviewers who declined.
<input type="checkbox"/>	VII. Appendix: Evidence of Scholarship, Performance, and Teaching (see section 8.8).
<input type="checkbox"/>	Section VII-A: Evidence of Scholarship and Performance. Include sample of candidate's recent publications and other scholarly or artistic works. Send books and accepted book manuscripts along with the dossier in digital and hard copies. Section VII-A may also include: published reviews of candidate's work, publishers' reviews of candidate's manuscripts, "pink sheets" of pending grants, abstracts and samples of creative work.
<input type="checkbox"/>	Section VII-B: Evidence of Teaching Effectiveness. Include selected course syllabi, student evaluations, classroom observations, and other evidence of teaching effectiveness.

Updated 2017

**University of Southern California
Appointments and Promotions Evaluation**

Name of Candidate: _____ **Date:** _____

School: _____ **Department:** _____

Appointment/Promotion? _____ **Date of Mandatory Decision of Tenure:** _____

Proposed Rank: _____ **Tenure:** _____

Present Rank: _____

Evaluation of Dossier

	Adequate for Evaluation	Inadequate for Evaluation
I. Administrative/Faculty Assessments.....	<input type="checkbox"/>	<input type="checkbox"/>
II. Curriculum Vitae.....	<input type="checkbox"/>	<input type="checkbox"/>
III. Personal Statement.....	<input type="checkbox"/>	<input type="checkbox"/>
IV. Teaching Record.....	<input type="checkbox"/>	<input type="checkbox"/>
V. Service Record.....	<input type="checkbox"/>	<input type="checkbox"/>
VI. Letter of Reference.....	<input type="checkbox"/>	<input type="checkbox"/>
VII. Evidence of Research/Scholarly/Creative Activity.....	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation of Candidate

		Low									High
	1	2	3	4	5	6	7	8	9	10	
Please rate this candidate on the scale by marking the appropriate box:											
Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research/Scholarly/Creative Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If either teaching or research/scholarly/creative activity is less than outstanding, do you find the supplementary criteria such as professional activity, grant support, or university/public service so strong as to merit exceptional consideration?											
Overall Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes No
(if yes, please comment on the reverse of this page)

What is your advice as to the panel's recommendation for action?

- Approve** Strongly Tentatively
- Disapprove**..... Strongly Tentatively
- Request more evidence (as noted in "adequacy" section)**
- Discuss at a panel meeting**

Reviewed by: _____ **Date:** _____

Overall assessment of the case, main strength and main weakness
Assessment of research
Assessment of teaching
Other considerations
Assessment of dean's letter
Assessment of lower level reviews
Assessment of external reviewers
Is the nature of the candidate's contributions adequately explained?
Other comments