Dossier Completion Checklist

Candidate Component
College of Education

The following checklist is designed to ensure that all required materials (documents) are included and the format of the dossier is formatted according to the College of Education guidelines. This checklist must be signed by both the candidate and the department chair. The candidate uploads the signed form into the RPT.

Materials

1. Curriculum Vitae
   a. Opening Statement
   b. CV (current)
   c. Dossier Completion Checklist

2. Teaching or Teaching Portfolio
   a. Teaching Statement
   b. Student Evaluations
      i. Summary Table of Student Evaluations
      ii. Summary of Student Evaluations (EVAL KITS)
      iii. Student Comments (from EVAL KITS)
      iv. Teaching Awards
      v. Unsolicited Letters from Students (max of 3 if any)
      vi. Evidence of Other Teaching Activities
      vii. A Table Summarizing Dissertation, thesis, COMPS Exam, etc.
   c. Peer Teaching Evaluations
      i. A Table Listing Peer Reviewers
      ii. Written Peer Reviews of Teaching
      iii. Confidential Review Letter of Teaching
   d. Course Materials
      i. Syllabi
      ii. Any Other Relevant Materials

3. Research/Creative Works
   a. A Research/Scholarship Statement

4. Service
a. A Service Statement

5. Supplemental Materials
   a. Referred journal articles
   b. Book chapters
   c. Books
   d. Grant awards
   e. Submitted grant proposal abstracts
   f. Summary of reviews of submitted grants/manuscripts
   g. Any other materials (consult with Dept. Chair)

I acknowledge that the above documents are in the dossier.

Signature

Date

Applicant:

Dept. Chair: