



# KENTUCKY STATE UNIVERSITY

## Dossier Format and Checklist for Tenure and Promotion Application

Applicant's Name:

Academic Year:

College:

School:

Applying for (check one):

Tenure only

Promotion only to the rank of

Tenure *and* promotion to the rank of

ITEM	VERIFIED Initial & Date		COMMENTS
	Applicant	Chair	
Cover Letter of Application			
Faculty Vita			
Copies of Graduate Transcripts			
Unit/School/College Benchmarks or Policies			
<b>FORMS FROM THE COMPREHENSIVE FACULTY EVALUATION SYSTEM</b> (August 2016 - July 2021)			
<b>2020-21</b> (PDP/DEA, AT-1, AT-2, PR-1, PR-2, Classroom Visitation Forms, SES-1)			
<b>2019-20</b> (PDP/DEA, AT-1, AT-2, PR-1, PR-2, Classroom Visitation Forms, SES-1)			
<b>2018-19</b> (PDP/DEA, AT-1, AT-2, PR-1, PR-2, Classroom Visitation Forms, SES-1)			
<b>2017-18</b> (PDP/DEA, AT-1, AT-2, PR-1, PR-2, Classroom Visitation Forms, SES-1)			
<b>2016-17</b> (PDP/DEA, AT-1, AT-2, PR-1, PR-2, Classroom Visitation Forms, SES-1)			
<b>TEACHING COMPETENCY</b>			
Applicant's Self-Evaluation of Teaching Effectiveness			
Statement of Teaching Philosophy			
Official Student Evaluations of Instructor (5 years)			
Syllabi for all courses taught during last 2 years			
Samples of noteworthy course materials developed by applicant (last 5 years)			
Evidence of Continuing Growth in Teaching			
<b>SCHOLARLY &amp; CREATIVE ACTIVITY</b>			
Applicant's Self-Evaluation of Scholarly and Creative Activity			
Evidence of Scholarly/Creative Activity			
Evidence of continuing growth in Scholarly/Creative Activity			

ITEM	VERIFIED Initial & Date		COMMENTS
	Applicant	Chair	
<b>UNIVERSITY AND COMMUNITY SERVICE</b>			
Applicant’s Self-Evaluation of University and Community Service			
Evidence of university and community service			
Evidence of continuing growth in University and Community Service			
<b>CONTINUING GROWTH</b>			
Evidence of other continuing growth activities			
<b>OTHER RELEVANT MATERIALS</b>			
Letters of reference, support, review, etc.			
<b>MATERIAL ADDED BY CHAIR/DEAN</b>	<p style="color: red;">These items are all required to be added by the Chair or Dean at a later step in the review process.</p> <p style="color: red;">Items should be uploaded to the appropriate folder in the Kentucky State University Interfolio "Review, Promotion &amp; Tenure" module.</p>		
Cover letter summarizing procedures of academic unit			
Recommendation of the unit committee			
Vote of the unit committee			
Letters of evaluation from appropriate faculty			
Chairperson's evaluation of candidate			
Dean's evaluation of candidate			

All materials have been reviewed and the Dossier is complete unless noted. All materials, including this checklist, have been uploaded to the appropriate folder in the Kentucky State University Interfolio “Review, Promotion and Tenure” module.

Signature of Applicant

Date

Signature of Chair

Date