

Timeline and Checklist for Clinical Dossier Preparation for First Reappointment Review and Promotion Reviews

In the College of Education, the clinical candidate's dossier is submitted electronically for review by the Departmental Review Committee, the department chair or director, the Expanded College Review Committee and the dean. In the chart below, the elements of the dossier, the person responsible for completing and including those elements, and deadlines for submission are noted. Each of the required elements has been described in the previous pages. Section Seven of this document provides guidance for selecting evidences that address standards appropriate to the job description.

If significant new information is received by the candidate after the January 30 submission date, the candidate may request that the chair add the new material to the dossier. The chair will notify the appropriate committee if new material is added.

Elements	Person Responsible	Deadline	Electronic Submission
Job description memo	Candidate	Jan. 30	X
Vita	Candidate	Jan. 30	X
Narrative statement, including charts appropriate to narrative (as appendices)	Candidate	Jan. 30	X
Evidences appropriate to job description, e.g., teaching, research, supervision, advising, administration/leadership, and service/outreach/engagement. Up to 20 evidences may be submitted. A cover memo should describe the rationale for selection of each evidences.	Candidate	Jan. 30	X
Copies of prior annual evaluations (3 years)	Chair/Supervisor	Jan. 30	X
Copies of prior reappointment and promotion recommendations by dean (if applicable)	Chair/ Supervisor	Jan. 30	X
Student evaluations of instruction and/or student teacher evaluation of supervision (3 years) (if applicable)	Chair/Supervisor	Jan. 30	X
Survey of students for whom candidate has provided guidance (if applicable)	Chair/ Supervisor	Jan. 30	X
Chart of external reviewers* (if applicable)	Chair/ Supervisor	Jan. 30	X
External letters of review (if applicable)	Chair/ Supervisor	Jan. 30	X
Recommendation letters <ul style="list-style-type: none"> • DRC • Chair • CRC • Dean 	<ul style="list-style-type: none"> • DRC Chair • Chair/Supervisor • CRC Chair • Dean 	<ul style="list-style-type: none"> • Feb. 21 • March 1 • March 15 • April 1 	<ul style="list-style-type: none"> X X X X

*Candidates for promotion must work with their chairs/supervisors well in advance of the deadline to develop a list of external reviewers to be solicited by the chair or supervisor for external reviews.