

Dossier for TTF Midterm Review

Checklist:

DATE:

CANDIDATE:

SCHOOL/COLLEGE:

DEPARTMENT/UNIT:

DEAN:

DEPARTMENT/UNIT HEAD:

Required Items for Dossier:

Voting Summary

Department or Unit Midterm Review
Criteria (link only)

Dean's Report & Renewal
Recommendation

Department or Unit Head's Evaluation
& Recommendation

Department or Unit Personnel
Committee Report

Curriculum Vitae

Candidate Statement

Scholarship or Creative Activity
Portfolio

Teaching Portfolio

Teaching Overview Report (Cognos)

Teaching Detail Report (Cognos, E-
SES)

Peer Reviews of Teaching

Instructor Reflection Report
(OPTIONAL)

Service Portfolio (OPTIONAL)

DEI Portfolio (OPTIONAL)

Original Offer Letter

Voting Summary

	Number of eligible voters	Yes	No	Abstain	Recuse	Did not participate
School/College/Center FPC (if applicable)						
Department/Unit Committee						

*All eligible voters are expected to participate. Abstain indicates inability to vote; recuse indicates conflict of interest; not participating indicates an eligible voter who is not abstaining, recusing, or voting. Explain all abstains and recuses in the Comments section below.

Comments:

REQUIRED**Department or Unit Midterm Review Criteria**

- Department/Unit Policies (link only)
- Election of criteria, if applicable

REQUIRED**Dean's Report & Renewal Recommendation**

- Brief summary of school/college process, evaluation, and independent recommendation. Please do not repeat other reports.
- Signed and dated (digital or physical)

REQUIRED**Department or Unit Head's Evaluation & Recommendation**

- Summary of department/unit process, evaluation, and independent recommendation. Please do not repeat other reports.
- Signed and dated (digital or physical)

REQUIRED

Department or Unit Personnel Committee Report

- Signed and dated by all committee members (digital or physical)

REQUIRED
Curriculum Vitae

A comprehensive and current curriculum vitae

Please review the Office of the Provost's CV template

- Clearly differentiate between accomplishments that occurred during the review period and those that did not by using highlighted yellow.
- Identify whether publications are peer reviewed or not peer reviewed.
- Signed and dated (digital or physical)

Academic disciplines differ in their approach to authorship listing conventions. For the benefit of dossier readers, please explain the convention of the candidate's scholarship/creative discipline. Examples include:

- Authors listed by effort, with highest effort author first and proceeding linearly
- Authors listed alphabetically
- It's complicated, explanation included.

REQUIRED
Candidate Statement

The statement should expressly address the subjects of teaching, scholarship/creative activity; service contributions to the academic department/unit, center/institute, school/college, university, professional, and the community; and contributions to diversity, equity, and inclusion.

- Must not exceed 3-6 pages
- Signed and dated (digital or physical)

REQUIRED
Scholarship or Creative Activity Portfolio

REQUIRED
Teaching Portfolio

REQUIRED
Teaching Overview Report (Cognos)

REQUIRED
Teaching Detail Report (Cognos, E-SES)

REQUIRED

Peer Reviews of Teaching

- Minimum of one conducted during the midterm review period
- Signed and dated by reviewer and candidate (digital or physical)

OPTIONAL
Instructor Reflection Report

**OPTIONAL
Service Portfolio**

OPTIONAL

Contributions to DEI Portfolio

- Contributions to DEI may, alternatively, be included in the candidate statement

REQUIRED
Original Offer Letter