Dossier Checklists for External Appointment to a Tenure-Track Position and Internal Promotion to Associate Professor

For external appointments: Please securely send a digital copy of the preliminary dossier – as well as the candidate's acceptance letter – to the associate dean for the division/SEAS (AD) and the senior associate dean in the Office for Faculty Development (AD(OFD)).

For internal promotions: Please securely send a digital copy of the dossier, including a draft of the letter to the candidate, and a copy of the final signed letter for the candidate to the associate dean for the division/SEAS (AD). As part of the dossier, please securely send to the associate dean, as two additional, distinct PDF files, the student teaching evaluations and the candidate's publications (or, in art-making fields, copies, as appropriate, of creative works).

Please follow HUIT's recommended practices for secure document transfer, which can vary by user platform. To facilitate storing and sharing of files, please name the file as follows using alpha-numeric characters only (no dashes, commas, slashes, etc.): [Last Name] [First Name] [Department Name] tenure track dossier [numerical Month, Date, and Year of dossier submission: XX YY ZZ]. E.g., **Smith Kim Psychology tenure track dossier 1 6 24**

If a dossier is revised and resubmitted, please repeat the original title, followed by "rev" and [Month of resubmission] [Date of resubmission] [Year of resubmission]. E.g., Smith Kim Psychology tenure track dossier 1 6 24 rev 1 9 24

After the offer is finalized, please send 1 digital PDF copy of the final dossier to the Appointments Office in the Office for Faculty Affairs via Aurora. Please use the naming convention outlined above. Departments should retain documents according to practices recommended by Harvard Archives at https://grs.harvard.edu/ (please log in).

Dossier Checklist for All Appointments to Tenure-Track Positions

1	Case statement (including department vote by name)	☐
2	Candidate's curriculum vitae, including a bibliography*	☐
3	Teaching/advising/mentoring statement describing the candidate's philosophy and practices as well as their approach to creating a learning environment in which students are encouraged to ask questions and share their ideas.	☐
4	Research statement	☐
5	Statement on publications overlap and joint authorship.	☐
6	Service statement describing efforts to strengthen academic communities.	☐

**Note: Candidates who opted in Spring 2020, Spring 2021, and/or Spring 2022 for an extension of their associate review clock due to the COVID-19 pandemic and/or parental leave and/or have thereafter extended their clock due to medical leave and/or parental leave, may include the following language in their c.v.s, if they wish: "Harvard's Faculty of Arts and Sciences grants appointment extensions and teaching relief to tenure-track faculty, in keeping with policies related to the COVID-19 pandemic, medical leave, and parental leave. Accordingly, Harvard delayed my associate review by [INSERT NUMBER OF YEARS OR, IF LESS THAN ONE YEAR, NUMBER OF MONTHS] [INCLUDE IF APPROPRIATE: and gave me [INSERT NUMBER] course[s] of teaching relief]."*

Addenda for External Appointments to a Tenure-Track Position

7 Candidate's letter of application and any application materials ☐

8 Teaching and advising materials, including: ☐
- ☐ teaching awards
- ☐ a list of theses supervised
- ☐ representative course syllabi
- ☐ teaching evaluations, if applicable
- ☐ [For associate candidates, also include a summary teaching chart indicating any semesters on leave, a list of graduate students, and a list of postdoctoral advisees, as relevant]

9 Candidate's publications (including those forthcoming), if applicable; or in art-making fields, copies, as appropriate, of candidate's creative works. ☐

10 Evidence of the candidate's completion of the requirements for the doctorate, if the degree is not already in hand or was received in the last three months. [May be provided later for appointment to convertible instructor.] [As appropriate, the doctorate may not be required for tenure-track appointments in the arts.] ☐

11 All (at least three) letters of recommendation. ☐

12 [If the candidate, initially evaluated in a search for an assistant professor, was, by department vote, considered for an associate professor appointment instead (and regardless of whether or not the candidate was appointed at the associate level): the letter soliciting evaluations from external letter writers, the recipient list, and the at minimum 5 external letters received.] ☐

To be added to the final dossier after the offer is finalized:

13 A copy of the offer letter and all subsequent emendations to it ☐

14 A copy of the candidate's letter of acceptance ☐

Completion of an I-9 on or before the appointment start date and submission of any other necessary documents is required of all new employees, or after a break in service of one year or more. Questions about I-9 completion should be directed to FAS Central Payroll for faculty appointed through FAS or SEAS Office for Faculty Affairs for faculty appointed through SEAS.

Addenda for Internal Promotions to Associate Professor

7	Divisional/SEAS associate dean's letter notifying the department of the candidate's upcoming review for promotion	☐
8	Divisional/SEAS associate dean's letter notifying the candidate of the official start to their review for promotion	☐
9	A summary teaching chart, teaching awards, a list of past and present undergraduate, graduate, and (as relevant) postdoctoral advisees and mentees (including those who have moved to another research group) and informal advisees and mentees may also be included, representative course syllabi	☐
10	If an initial inquiry was sent, a copy of the initial inquiry letter (including documentation of any initial inquiries conducted by telephone) and all replies	☐
11	A copy of the review letter soliciting external evaluations	☐
12	A copy of the solicitation letter, if any, for letter writers who were collaborators or mentors	☐
13	A list (see Sample Table) of all people to whom the review letter or solicitation letter was sent, indicating who did and did not reply	☐
14	Evaluations from at least five arm's-length external scholars, with English translations of any written in a foreign language, typed copies of any handwritten letters, and any emails/letters from scholars who declined to participate in the review.	☐
15	(If solicited, in addition to #12) Any additional evaluation letters from the candidate's graduate or postdoctoral advisors.	☐
16	As applicable, a list of current and pending funding.	☐
17	Any written communications from the department chair to the candidate, on behalf of the review committee, seeking clarification on the candidate's materials (as per Step 6 in the "Steps" table for promotion to associate professor), and the candidate's written responses.	☐
18	A draft of the department chair's letter to the candidate, informing the candidate of the outcome of the review, providing constructive feedback, and assessing the candidate's strengths and weaknesses with regard to the candidate's potential for eventual tenure.	☐

Separate PDFs, included in the dossier:

19	One set of all available student evaluations of the candidate's teaching	☐
20	One set of all publications, including forthcoming (or in art-making fields, copies, as appropriate, of all creative works)	☐

Separate PDF, <u>not</u> included in the dossier, submitted to the associate dean for the division/SEAS:

21	Advisee and mentee feedback responses, with names redacted	☐

Note: The candidate should not solicit student (or postdoc) letters, and any unsolicited student (or postdoc) letters will not be included in the dossier.