

Dossier Checklists for Multi-Year Renewable Appointments

Please securely send an electronic copy of the preliminary dossier to the associate dean for the division/SEAS (AD). Please follow HUIT's [recommended practices](#) for secure document transfer (e.g., Accellion Kitemworks, encryption, etc.), 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] [Position abbr.] dossier [Month, Date, and Year of dossier submission, expressed numerically: XX YY ZZ].

Position	Position abbr.	Example dossier file name
Part-Time Professors of the Practice	PT POP	Smith Joanna Psychology PT POP dossier 1 6 24
Professors in Residence	PIR	Smith Joanna Psychology PIR dossier 1 6 24
Senior Lecturers	Sr Lecturer	Smith Joanna Psychology Sr Lecturer dossier 1 6 24
Senior Preceptors	Sr Preceptor	Smith Joanna Psychology Sr Preceptor 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 Joanna Psychology PIR dossier 1 6 24 rev 1 15 24.

Departments should retain documents according to practices recommended by Harvard Archives at <https://grs.harvard.edu/> (please log in).

Note: No candidate should solicit student letters. Any unsolicited student letters will not be included in the dossier.

Dossier Checklist for All Multi-Year Renewable Appointments

- 1 Case statement (including department/SEAS area vote by name). ☐
- 2 Candidate's *curriculum vitae*. ☐
- 3 [Summary teaching chart](#) and teaching materials (including teaching awards, representative course syllabi, and teaching evaluations). ☐
- 4 A teaching/advising statement describing philosophy and practices as well as approach to creating a learning environment in which students are encouraged to ask questions and share their ideas. ☐
- 5 Course title, course description, and syllabus for the course(s) the candidate intends to teach during their first semester. ☐
- 6 Service statement describing efforts to strengthen academic communities. ☐

Please use the appropriate addenda checklist below for the remaining dossier materials.

Addenda for Part-Time Professors of the Practice

- 7 A research statement or statement of professional activities from the candidate. ☐
- 8 A copy of the letter soliciting external evaluations and the recipient list (see [Sample Table](#)), indicating who did and did not reply. ☐
- 9 At least eight external evaluation letters. ☐

Addenda for Professors in Residence

- 7 A research statement. ☐
- 8 A copy of the optional initial inquiry letter, if used, the blind letter (including the comparison list), and the recipient list (see [Sample Table](#)) (indicating who did and did not reply). ☐
- 9 Copies of all responses to the optional initial inquiry letter, if used, and responses to the blind letter, including those from anyone who declined to give a formal response, with English translations of any written in a foreign language and typed copies of any handwritten letters. ☐
- 10 A list of all publications (or in art-making fields, creative works). ☐
- 11 Total citation count for the candidate and comparands (please use the [Sample Citation Table](#), if appropriate to the field, in Chapter 15). ☐
- 12 Citation count for each of the candidate's publications. ☐

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| 13 | Selected significant articles and most recent articles, major books, significant unpublished manuscripts, and important reviews of the candidate's major publications. In art-making fields, copies, as appropriate, of selected significant creative works and most recent creative works, and important reviews. | ☐ |
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Addenda for Senior Lecturers

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| 7 | As applicable, either a research statement, or else a statement about demonstrated record of national leadership in innovation in pedagogy, or else a statement describing the candidate's artistic achievement. | ☐ |
| 8 | A copy of the letter soliciting external evaluations and the recipient list (see Sample Table), indicating who did and did not reply. | ☐ |
| 9 | At least eight evaluative letters. | ☐ |
| 10 | In art-making fields, a portfolio of creative work and significant reviews of the work. | ☐ |

Addenda for Senior Preceptors

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| 7 | At least three letters of recommendation. | ☐ |
| 8 | To be added to the final dossier after the appointment is finalized: A copy of the offer letter, which includes information about the responsibilities of the position and the standard and timing of review for renewal, and all subsequent emendations to it. | ☐ |
| 9 | To be added to the final dossier after the appointment is finalized: A copy of the candidate's letter of acceptance. | ☐ |

<i>After the offer is finalized, please securely send 1 electronic PDF copy of the candidate's acceptance letter to the associate dean for the division. Please follow HUIT's recommended practices for secure document transfer (e.g., Accellion Kiteworks, encryption, etc.), which can vary by user platform.</i>	☐
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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.