

Dossier Checklist for All Multi-Year Renewable Reappointments

- 1 The candidate's *curriculum vitae*
- 2 [Summary teaching chart](#)
- 3 A teaching/advising 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 A case statement describing the review procedures, making the case for the reappointment of the candidate. It includes:
 - an evaluation of the candidate's teaching and advising effectiveness (including a summary of student feedback solicited by the department chair);
 - the strengths and weaknesses of the case with regards to teaching/advising, research or professional activity, and citizenship;
 - a summary of the department's discussions of the case;
 - a record of the department vote, by name, with an "as of" date for the vote tally.
 - Case statements for Full-Time Professors of the Practice should also include an evaluation of their pedagogical scholarship, innovation, reform, and/or development

The case statement should also indicate who authored it and be signed by both the author and the chair. *Note: The finalized case statement should be made available to the faculty in the department involved in the review.*
- 5 Teaching and advising materials, including:
 - a list of theses supervised, as applicable (and excluding Senior Preceptors), including graduate and undergraduate theses for Professors in Residence
 - representative course syllabi
 - evidence of teaching effectiveness, such as teaching awards
- 6 All teaching evaluations not already seen since the last review.
 - Dossiers for Professor in Residence reappointments should include all teaching evaluations since the beginning of the candidate's appointment.
- 7 A draft letter to the individual, to be reviewed by the divisional dean, discussing the review. The letter covers any concerns about performance and/or need for services that might affect the future. For all dossiers **except Professor in Residence** reappointments, the letter also indicates the dates of reappointment and the schedule for the next review.

Notes: (1) The candidate should not solicit student letters. Any unsolicited student letters will not be included in the dossier. (2) The divisional/SEAS dean and/or their designee and the Dean for Faculty Affairs and Planning can ask for changes to the dossier at any time.

Addenda for Specific Positions

Full-Time Professors of the Practice

- The candidate's statement regarding pedagogical scholarship, innovation, reform, and/or development.
- Copies of the candidate's publications from the last five years, including forthcoming publications.

Part-Time Professors of the Practice

- A research statement or statement of professional activities from the candidate, including a summary of the candidate's work outside of Harvard in the last five years.

Senior Lecturers

- The candidate's statement regarding as applicable, either recent accomplishments in research, or else in pedagogical innovation, or else artistic achievement.
- In art-making fields, a portfolio of creative work and significant reviews of the candidate's work.

Senior Preceptors

- The candidate's statement regarding administrative duties, accomplishments, and supervisory responsibilities.