

Case statement (including department vote by name, with an "as of" date for the vote tally.)

Department vote

"As of" date

<b>Name</b>	<b>In Favor</b>	<b>Opposed</b>	<b>Abstain</b>	<b>No Vote Submitted</b>	<b>On Leave?</b>
First Name, Last Name				X	Yes
First Name, Last Name	X				No
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X		X		
First Name, Last Name		X			
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
<b>TOTAL</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>1</b>	

CV, including a bibliography

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.

Research statement

Statement on publications overlap and joint authorship

Service statement describing efforts to strengthen academic communities

Authorization letter for the search

Candidate's letter of application and any application materials

List of teaching awards (if applicable)

List of undergraduate and graduate theses supervised

Representative course syllabus

## Representative course syllabus

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Teaching evaluation 1

Teaching evaluation 2

Teaching evaluation 3

For Associate candidates only: [summary teaching chart](#) indicating any semesters on leave

For Associate candidates only: list of graduate students

For Associate candidates only: list of postdoctoral advisees (as relevant)

## Publication 1

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

## Publication 2

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

### Publication 3

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

#### Evidence of doctoral requirements completion

- 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.]

Recommendation letter 1

Recommendation letter 2

Recommendation letter 3

For Associate candidates only: [letter soliciting evaluations from external letter writers](#)

- Applicable 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).

For Associate candidates only: A list ([see Sample Table](#)) of people from whom the external letters were solicited, including the rationales for their inclusion and indicating (with asterisks) those who replied and (without asterisks) those who did not reply

- Applicable 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).

External letter 1

External letter 2

External letter 3

External letter 4

External letter 5

External decline 1

External decline 2

Copy of offer letter and all subsequent emendations (to be added to the final dossier after the offer is finalized)

Copy of the candidate's letter of acceptance (to be added to the final dossier after the offer is finalized)