

Promotion and Tenure Checklist

Use this checklist to verify your dossier for promotion and tenure includes all the necessary documents. **Note:** This checklist is strictly for your personal use; it does NOT get submitted with your dossier.

Transmittal Form	Yes ☐	No ☐
CV (in proper format)	Yes ☐	No ☐
Narratives	Yes ☐	No ☐
Chairperson Letter	Yes ☐	No ☐
External Letter	Yes ☐	No ☐
Publication Copies	Yes ☐	No ☐