

Checklist of Materials for Tenure Recommendation in the Arts and Humanities

Candidate name:

Department:

Please see [Tenure Guidelines](#) for full requirements.

Dossier:

Submit the dossier as a bookmarked, text-readable PDF. Bookmark each section and, as appropriate, sub-section. The divisional committee does not require departments to insert page numbers or include a table of contents.

- A. Dean's Approval Letter
- B. Letter from Department Chair
- C. Letter of Appointment and the Position Vacancy Listing (redact salary information)
- D. Departmental Criteria (*FP&P* 7.14.D)

Materials provided by the candidate

- E. Candidate's Curriculum Vitae
- F. Candidate's Statement
- G. Statement on Overlap and Joint Authorship

Contributions to Knowledge and Culture

- H. Department Evaluation
- I. Letters from External Reviewers
Five to eight outside letters of evaluation (please bookmark each letter); a copy of the letter from the department soliciting the evaluations; a list of materials submitted to referees; biographical information on referees; explanation of how the referees were selected; all communications with referees
- J. Representative Publication/Work

Teaching

- K. Department Evaluation of Teaching
- L. Chronology of Teaching
- M. Course Materials
- N. Comparative Teaching Data
- O. Peer Evaluations

Service

- P. Department Evaluation of Service
- Annual Evaluations (optional)

Supporting Materials:

Supporting materials should be submitted electronically; please create one PDF with bookmarks for each section (publications, dissertation, course evaluations). Some reviewers prefer hard copies of already published books, so please provide those as well, if possible.

- 1. All publications and manuscripts of works accepted for publication, book contracts, documentary evidence of acceptance or in the arts, comprehensive documentation of the candidate's creative work. Please bookmark each publication.
If submitting hard copy books, please provide two copies (only one copy required of book manuscript).
- 2. Ph.D. dissertation or equivalent, unless terminal degree was earned more than 10 years ago.
- 3. The originals of all student evaluations of teaching. Please bookmark each course offering.

For senior hires, include materials from the most recent six-year period.

Preparing and Submitting Materials:

Submit the **dossier** and **supporting materials** as two bookmarked PDF documents in Box by noon on the [deadline day](#). Please contact the divisional committees coordinator (divisional@secfac.wisc.edu or 608-263-5741) in advance of the deadline to request creation of a Box folder, providing the candidate's name and the name and e-mail address of the person who will upload tenure materials. Thank you.

Contact: Divisional Committees
133 Bascom Hall
divisional@secfac.wisc.edu
608-263-5741