

Checklist of Materials for Tenure Recommendation in the Biological Sciences

Candidate name:

Department:

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

Dossier:

Present the dossier as a bookmarked, text-searchable PDF, with a bookmark for each number and letter on the checklist. The divisional committee does not require departments to include a table of contents and insert page numbers.

- ☐ 1. Letter from the dean requesting the advice of the biological sciences divisional committee
- ☐ 2. Letter from department chair (In some circumstances a joint letter from the department chair and mentoring committee may be acceptable)
- ☐ 3. Departmental Tenure Guidelines
- ☐ 4. Letter of appointment (redact salary information)
- ☐ 5. Summary statement from departmental internal review/mentoring committee (2 page maximum) (required only for promotions)
- ☐ 6. Background information on the candidate
- ☐ 7. Summary statement on integration of activities (1 page maximum - required only for integrated cases)
- ☐ 8. Research performance
 - A. Statement by candidate (2 pages maximum)
 - B. List of publications. Mark with an asterisk (*) the five most noteworthy publications from the probationary period and note % contribution
 - C. List of invited research presentations delivered by the candidate
 - D. Research support and grant peer reviews
- ☐ 9. Teaching performance
 - A. Statement by the candidate (2 pages maximum)
 - B. Summary of teaching activities
 - C. Peer reviews of teaching
 - D. Student feedback. Summaries of evaluations. All comments from two recent courses.
 - E. Any supporting documentation, including published materials, invited presentations, grants and awards, syllabi
- ☐ 10. Outreach performance (if candidate has outreach responsibilities)
 - A. Statement by the candidate (2 pages maximum)
 - B. Documentation of activities
- ☐ 11. Service performance
 - A. Statement by candidate (2 pages maximum)
 - B. University service
 - C. Professional service
- ☐ 12. COVID-19 Impact Statement
- ☐ 13. Letters of evaluation
 - A. Description of the process used to select letter-writers. Include the number of letter writers chosen from the candidate's list and how many were from the department list.
 - B. At least five arm's-length letters from recognized experts. No more than 8 letters total. Each letter should have its own electronic bookmark.
 - C. List of all persons solicited, their qualifications, and relationship to the candidate
 - D. Copy of the letter requesting evaluations
 - E. Information on those who declined to write
- ☐ 14. Two representative publications. Each publication should have its own electronic bookmark.

Supporting Materials:

- ☐ **The candidate's publications** appearing in the six years prior to consideration for tenure. Present the publications as a bookmarked, text-searchable PDF, with a bookmark for each publication.

Preparing and Submitting Materials:

Submit the **dossier** and **supporting materials (publications)** 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.

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