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**Checklist for Academic Specialists Reappointment or Promotion Dossier[[1]](#footnote-2)**

**INTRODUCTION**

Dossiers for promotion, continuing status or continuing system reappointment are subject to an 85-page limit at the time of submission to the university. This checklist is intended to help you focus your dossier to maximize effectiveness at that level of review. Unit/College/MAU reappointment or promotion review committees will require access to your full dossier of supporting documentation.

**Required Materials for the Dossier**

The Academic Specialist prepares:

* Form for Progress and Excellence for Academic Specialists **(not counted in page limit**)
* Narrative statement (5 pages maximum)
* CV (if your CV is lengthy, you may want to create an abbreviated version highlighting just the review period and include a link to the full CV in the narrative)

Prior to review by the unit peer review committee, the unit will add to the dossier:

* Specialist position description form (this is 2 pages)
* External review letters (definition of “external” is based on department/unit/college/MAU guidelines) (3-6 letters are accepted at the university level; the number required is determined by the department/unit/college/MAU)
* Annual review letters/forms from unit supervisor(s)

Chair/Director/Supervisor and Dean/Administrator commentary and/or letters are added to the dossier by the department/unit/MAU/college after reviews are completed.

**Linkable Materials/appendix for the dossier**

The use of linkable materials is not intended to bypass the completion of the Form on Progress and Excellence. Materials that are of significant file size and volume should be included as links to external repositories such as One Drive, Google Drive, D2L, professional website, or similar. This list is not intended to be exhaustive but presented as examples.

* Teaching/Curriculum Development:
  + Research/creative activity portfolio materials;
    - writing samples; articles; manuscripts; etc.
  + Example materials of related work
    - student work, teaching examples, materials developed for programs/evaluations/curriculum/assessment, etc.
  + SIRS/SPLS full forms
  + Syllabi
  + Unofficial student feedback
  + Teaching observations
* Research/Outreach:
  + Extension articles or bulletins, etc.
  + Event organization supporting materials
  + Research/creative activity portfolio materials
* Advising:
  + Sample 4yr academic program plans
  + Degree requirement check sheets
  + Major exploration guides
  + Advising and/or academic success tip sheets
  + Student data reports & findings to support curricular changes
  + Presentation PPs for prospective students (new and transfer)
  + Advising resources/guides for students and for advisor training purposes
  + Newsletters or email examples
  + Student letters of support

**REMEMBER….**

Do

* Incorporate DEI in your Narrative Statement and within respective functional areas.
* If linkable materials are used ensure that they work and are accessible for reviewers.

Avoid

* Duplication of information in your Narrative Statement and CV. Consider an abbreviated CV. Pull out key items that are important and bullet point them here.

1. Credit to Academic Specialist Advisory Committee (ASAC) in developing the checklist. [↑](#footnote-ref-2)