<p align="center">**Reappointment, Promotion and Tenure**
Dossier Department Checklist</p>

Name _____   Current Rank _____

Proposed Action _____

Dossier Format Requirements – REG 05.20.20 – this site includes regulations, access to examples, evaluation of teaching, external evaluators information, roles and responsibilities of anyone involved in the process, and frequently asked questions.

RPT Online System

_____ Font size 10 or larger?   _____Each primary section begins on new page?

_____ Are lists in classes, pubs, research most current to oldest (reverse chronological order)?

I. Introduction

   A. Statement of Faculty Responsibilities (REG 05.20.27) Uploaded from system, signed.
   B. Brief Resume
- Two-page limit
- Include dissertation title and name of major professor
- Format as suggested
- Inappropriate entries that will be included later
   C. Candidate's Statement (optional)
- Does statement include things that the candidate would like to share that is not reflected elsewhere in the document?
- Two-page limit (or three with COVID statement)
- Does candidate statement duplicate info shared later in dossier?

II. Teaching and Mentoring of Undergraduate and Graduate Students (New page)

   A. Teaching Effectiveness – In IIA. *List courses for the period since initial appointment at NC State OR since the most recent positive RPT action.*
- No narrative
1. List of courses with no narrative of the courses, course code and number and number of students?
2. a. Summary of student evaluations (Class Eval RPT report). How are student comments added? Should be all or none, or a summary without just a few chosen remarks.
b. Summary of peer evaluations of teaching (college has guidelines and forms that should be used.)
c. Was the appropriate number of peer reviews conducted for the action? If not, make sure DH explains why not in their statement.
d. Was more than one peer review conducted in the same year? If so, remind the department head they should include explanation in their statement.
   B. Instructional Development – No narrative. Not classes the candidate has taken for development, but developments the candidate has made to their instruction.
   C. Mentoring Activities – No narrative. Include advising, clubs, etc. but no list of graduate students.
   D. Graduate Committee Memberships – No narrative.

List with names, dates, etc. as noted on the Graduate Student Example.

III. **Scholarship** (new page)
- No narrative
- Uploaded from RED

A. Accomplishments – no narrative, see list to be included
B. Insert RED report – List any support you received for your scholarship that is not included in the RED report; indicate funding levels and duration, identify whether submitted, under review, funded or not. Be sure to document these entries are in addition to the RED report.
C. Centers, consortia, institutes, etc.

IV. **Extension and Engagement** (new page)
No introductory narrative
A. List accomplishments
B. Describe program impacts – what are the impacts of your contribution?
- If unapplicable, type subheading then under it NA. No new page is needed for the next subheading.

V. **Technological and Managerial Innovation** (new page)
No introductory narrative
A. List accomplishments
B. Describe program impacts
- If unapplicable, type subheading then under it NA. No new page is needed for the next subheading.

VI. **Service to the University and Professional Societies** (new page)

VII. **External Evaluations** (new page will automatically be entered by system.
- Required letter for soliciting external letters
- Required listing of external evaluators
- If letters were requested but not received, remind DH to say letter was requested but not received. If less than five, the DH addresses in their statement
- No letters or statements included that were not solicited.

VII. **Departmental Assessment and Recommendation** (new page)
- Not on letterhead
- Not addressed to anyone
- Not signed
- Not memo format
- Two-page limit each for DVF, DH, Candidate Response
- DH recommendation should include early tenure explanation, explanation of missing DVF votes, other explanations as appropriate such as missing peer teaching evaluations.

VIII. **College Assessment and Recommendation** (new page)
- Not on letterhead
- Not addressed to anyone
- Not signed
- Not memo format
- Two-page limit each for CRPTC, Dean, Candidate Response
- Dean's recommendation should include early tenure explanation, if applicable