

What's in the Dossier for Different Cases?

For tenure and promotion cases, see the **Elements of the Dossier** section for a full list of required and optional items, in appropriate order. Otherwise, use this table as a reference for other cases.

| | Emeriti | Professor of the Practice | New Professors or New College Park | New University of Maryland | Assoc. Prof. without Tenure |
|---|---------|---------------------------|------------------------------------|----------------------------|-----------------------------|
| Transmittal Form | ✓ | ✓* | ✓ | ✓ | |
| Curriculum Vitae (signed & dated) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Reputation of Publication Outlets (signed & dated) | | | ✓ | ✓ | |
| Promotion Criteria | | ✓ | ✓ | ✓ | |
| Dept. APT Review Committee Report | ✓ | ✓* | ✓ | ✓ | |
| Dept. Evaluative Report | | ✓* | ✓ | ✓ | |
| Department Chair's Letter (and Secondary Unit Head's letter, if applicable) | ✓ | ✓ | ✓ | ✓ | ✓ |
| College APT Review Committee Report | | | ✓ | ✓ | |
| Dean's Letter | ✓ | ✓ | ✓ | ✓ | ✓ |
| Student Evaluations of Teaching (signed & dated) | | ✓ | ✓** | ✓ | |
| Mentoring, Advising, Research Supervision (signed & dated) | | ✓* | ✓** | ✓ | |
| Credentials of External Evaluators | | ✓* | ✓ | ✓ | |
| Responses of External Evaluators (at least 6, 3 chosen by candidate) | | ✓* | ✓ | ✓ | ✓† |
| Log of Letters of Evaluation | | ✓* | ✓ | ✓ | |
| Sample Letter Used to Solicit External Evaluations | | ✓* | ✓ | ✓ | |
| Supplemental Materials | | | ✓ | | |
| Retirement Documentation | ✓ | | | | |
| Submit: Electronic Copy | ✓ | ✓ | ✓ | ✓ | |

*Not needed for renewal.

**Not necessary for College Park Professors. *For College Park Professors of extreme stature (e.g., Nobel Laureates), letters may be bypassed.*

† Recommendation letters, as for a job application.