



**COLORADO STATE UNIVERSITY**  
OFFICE OF THE PROVOST AND  
EXECUTIVE VICE PRESIDENT

# **Administrator and Committee Guide for Tenure and Promotion Application**

**Revised November 2025**

**Office of the Provost and Executive Vice President**

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## Introduction

This document is intended for department and college administrators and committee managers participating in tenure and promotion cases in Interfolio.

Tenure and promotion are covered by policies described in the *Academic Faculty and Administrative Professional Manual* (hereafter, the *Manual*). Rights and responsibilities of academic faculty are included in several sections of this *Manual*. The enclosed instructions and forms are designed to implement policy as outlined in the *Manual* and communicate University standards for tenure and promotion decisions. The format is intended to cover a broad number of appointments, including academic faculty, Extension specialists, and librarians, and not all categories will apply to all positions. It is also intended to gather information that provides evidence of achievement and success in the broad range of disciplinary, interdisciplinary, service, and engagement activities that are integral to the mission of the university. Once consideration for tenure and/or promotion is initiated, the process continues as outlined in the *Manual*, Section E.

**One copy of the completed dossier is to be forwarded by the Deans to the Provost on or before December 15.** Following Provost review and discussion with the Council of Deans, a recommendation is forwarded to the President.

## General Guidelines

The Promotion and Tenure Application should be given to newly hired faculty along with a copy of the letter of appointment. Each new appointee also should receive a copy of the Department and/or College guidelines/criteria for tenure and promotion and should be instructed to read relevant sections of the *Academic Faculty and Administrative Professional Manual* related to expectations and responsibilities. The Department Head/Chair also should review the document with each new appointee to clarify the appointee's responsibility for documenting accomplishments for tenure and promotion consideration.

- A. An electronic version of this document is available on the Provost's web page at <https://provost.colostate.edu/interfolio/>. Maintain the format (tables, narrative, etc.) as indicated. **Omit all italicized information, including instructions.** All pages should be typed using an 11-point font.
- B. Supporting documents may be submitted by the candidate. These materials should be included as Appendices and maintained in the candidate's department, along with a complete copy of the application. The Dean and Provost may request to see the materials, but these should not be forwarded with the dossier. Appendices should be

returned to the candidate following completion of the process. The candidate should keep a copy for his/her records.

- C. Along with evidence of achievement in disciplinary activities, candidates are encouraged to provide evidence of collaborative and integrative scholarship, i.e., interdisciplinary and multidisciplinary activities, if applicable, throughout the Promotion and Tenure Application. The University recognizes that the challenge of solving complex problems and its scholarship as an intellectual pursuit may not be limited to a single discipline or departmental distinction in many cases. In order to assist in the evaluation and assessment of interdisciplinary scholarship and how it integrates with the candidate's scholarly portfolio, interdisciplinary work should be included as part of the Promotion and Tenure application.

## **Case Review Steps and Instructions**

When the case is created and the candidate is notified, the candidate will submit their materials. Once the candidate submits their materials, the case will move forward to the case review steps.

Below are the case review steps and the instructions for each review step. These instructions appear at each review step in Interfolio, under the Case Details tab.

### **Step 1: Department Materials & External Evaluation Letters**

The Department will provide **(1)** the candidate's appointment letter **(2)** a copy of the tenure and promotion criteria/expectations in the unit, **(3)** a record of other evaluations for the candidate, and **(4)** request external evaluation letters at this stage. When the case is ready for the P&T Committee review, click **Send Case** in the upper right corner and **Forward to P&T Committee Review**.

#### **(1) APPOINTMENT LETTER**

**Instructions:** Navigate to the **Case Materials** tab. Select the **Internal Section** labelled **Part I: Appointment Letter**. Select **Add File > Add New File** to upload the document.

#### **(2) TENURE AND PROMOTION UNIT CRITERIA**

**Instructions:** Navigate to the **Case Materials** tab. Select the **Internal Section** labelled **Copy of tenure and promotion criteria/expectations in the unit**. Select **Add File > Add New File** to upload the document.

### **(3) RECORD OF OTHER EVALUATIONS**

**Instructions:** Navigate to the **Case Materials** tab. Select the **Internal Section** labelled **Part V: Record of Other Evaluations**. Select **Add File > Add New File** to upload the applicable files listed below. If the candidate has previous reviews completed in Interfolio, you will select **Add File>Previous Reviews** and select the relevant case.

**Documents prepared by Department include the following:**

1. Copies of annual evaluations/progress reviews for past three years by Department Head/Chair and Tenure & Promotion Committee, as appropriate
2. Copies of Progress to Tenure Reviews (if application is for tenure)
3. Copy of Mid-Probationary Review (if application is for tenure)
4. Copy of most recent Periodic Comprehensive Review (if applicant is tenured)

### **(4) EVALUATION LETTERS**

**Instructions for requesting/adding letters:** Follow the instructions for requesting/adding external evaluation letters provided by Interfolio at this link: [Interfolio — Request/Add an External Evaluation for a Case](#). External evaluation letters that are requested and received outside of Interfolio, can be uploaded by a unit administrator.

- The external letters will be saved to the **Internal Section** labelled **External Evaluations** on the **Case Materials** tab. Documents added to the External Evaluations section using the Add File button, or evaluations requested through the External Evaluation section using the Request Evaluation button are uploaded as confidential documents that cannot be shared with the candidate, even when they are moved to another part of the packet.

**Requirements and email templates for external evaluations:** Refer to the requirements and email templates below when requesting external evaluations:

#### **Independent External Evaluation Letters**

Reviews from experts external to the University must be part of the evaluation process. A candidate may not have access to external letters of evaluation; such letters may otherwise be disclosed only as permitted by law. For CCAF letters from 2 scholars are required. One of these two must be from outside of CSU. For tenure track faculty letters from 5 scholars external to CSU (See Additional Evaluation Letters below) who are qualified to judge the credentials of the candidate are required for all tenure and promotion recommendations. In cases of (non-courtesy) joint appointments, the disciplinary

composition of referees providing letters should reflect the percentages of the appointments. The expectation is to obtain letters from those at or above the rank aspired to by the candidate. It is further advisable that the majority of the letters come from well-respected institutions. Selection of evaluators from industry or governmental agencies who have appropriate scholarly credentials is acceptable. While it is appropriate for the candidate to suggest persons familiar with his/her work, the majority of external evaluations must come from referees suggested by the Departmental Tenure and Promotion Committee and Department Head/Chair (no one person should create the list and make the selections). Letters from colleagues/collaborators who might stand to benefit from the success of the candidate or who are known to be close personal friends are discouraged. The list of potential reviewers from a candidate should be long enough (4) so that confidentiality of a source is maintained but not so long that the candidate's list includes all possible experts. The candidate has no privilege of vetoing external reviewers but may indicate individuals whom he or she considers to be inappropriately biased. The Department Head/Chair or Committee chair should contact reviewers to assure they feel qualified and are willing to provide letters of evaluation. The qualifications of all outside evaluators should be provided in the tenure and promotion document. If evaluators comment on interdisciplinary activity, the qualifications of the evaluator to review interdisciplinary activity should be described. In addition, the department should note that they reviewed all evaluators to ensure no conflicts of interest exist (by simply using the candidate's CV to make sure selected evaluators are not former co-authors or collaborators, former major professor, or employer, etc.). All review letters received must be included in the dossier. External review letters should be sent to the Department Head/Chair or Committee Chair and only the tenure and promotion committee and administrative officers directly responsible for making recommendations and decisions will have access to the letter. These letters are to remain confidential and not available to the candidate. The Department Head/Chair or Committee Chair should paraphrase key points in the letters and provide them to the candidate. A copy of the letter sent to external evaluators should be included with the reviewers' responses. Whenever possible, copies of the works of a candidate should be provided to the outside evaluators. The template of the letter that should be sent to external evaluators is shown below. The department head/chair may include additional information in the letter to the external evaluator as needed to help the evaluator understand the candidate's dossier (e.g., the impact of COVID in 2020-2021 on their field research). Under no circumstances should the entire dossier be sent to the external reviewer.

**Required information about the outside evaluators:**

Title, rank, institution, and qualifications. Please also indicate if the evaluator was drawn from the candidate's list of potential references or the department's lists (from the Chair/Head, Chair of the P&T committee or P&T committee members).

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## **Template 1**

### **For Tenure Track Faculty**

#### **CONFIDENTIAL**

Dear \_\_\_\_\_ :

*Dr. \_\_\_\_\_, now holding the position of \_\_\_\_\_ in the (Department/School) of \_\_\_\_\_ is being considered for \_\_\_\_\_ (promotion to full professor, tenure and promotion to associate professor) at Colorado State University. As you know, (appointments with tenure are among the most important a university makes/ full professors play a critical role in the intellectual quality of a university), and we would be grateful if you could help us by evaluating Dr. \_\_\_\_\_'s scholarly achievements including the areas of collaborative and integrative interdisciplinary and multidisciplinary scholarship where appropriate. We are providing (his/her or preferred pronouns) curriculum vitae and reprints of publications. In making your evaluation of (his/her) accomplishments, it would be helpful if you could evaluate and comment on the following:*

- 1. Your relationship to the candidate;*
- 2. Dr. \_\_\_\_\_'s achievements and stature at this stage of (his/her) career;*
- 3. The strengths and weakness of (his/her) scholarship and the degree of recognition achieved in (his/her) discipline;*
- 4. The scope and significance/originality of his/her research interests and activities or significant contributions to the discipline;*
- 5. The scope and significance of his/her collaborative and/or integrative (e.g., interdisciplinary, engaged) contributions and their impact on other disciplines.*
- 6. How does this individual compare to others in their respective discipline/subdiscipline at this stage of their career?*
- 7. Any additional insight that may be helpful to the department's tenure and promotion committee in determining whether or not to recommend that (tenure/promotion) be awarded.*

When you review Dr. \_\_\_\_\_'s materials, please consider that (his/her) distribution of effort within the College of \_\_\_\_\_ at Colorado State is approximately \_\_\_% teaching, \_\_\_% research, and \_\_\_% service. With this in mind, please consider whether the credentials presented would be viewed as 1) well-above average, 2) above average, 3) average, 4) below average, or 5) well-below average.

We would appreciate a reply by \_\_ (date) \_\_ if at all possible. Under applicable state law, all letters of evaluation from persons outside the institution are confidential and only the tenure and promotion committee and administrative officers directly responsible for making recommendations and decisions will have access to your letter. It is very important to the integrity of our process that our request is kept confidential. Please note that while we cannot accept text e-mail responses due to privacy issues, we can accept secure attachments of scanned documents with imbedded digital signatures. Instructions for responding to this request in Interfolio can be found at this link: [Interfolio — Provide a Requested Evaluation \(For External Evaluators\)](#).

Thank you in advance for taking the time to assist us in this important task.

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## Template 2

**For Contract, Continuing and Adjunct faculty whose primary appointment is in teaching.**

### **CONFIDENTIAL**

Dear \_\_\_\_\_ :

Dr. \_\_\_\_\_, now holding the position of \_\_\_\_\_ in the (Department/School) of \_\_\_\_\_ is being considered for promotion to \_\_\_\_\_ (Senior Instructor or Master Instructor OR Associate Professor or Professor) at Colorado State University. Dr. \_\_\_\_\_ is a faculty member off the tenure-track that is a critical contributor to our teaching mission, and we would be grateful if you could help us by evaluating Dr. \_\_\_\_\_'s achievements as an educator. We are providing (his/her or preferred pronouns) promotion package. We are also including a section of our Faculty Manual (E.12.1) that discusses evaluation criteria for teaching achievements and the college and/or department code that also address promotion criteria for various ranks. Please use these documents in evaluating this individuals' achievements.

When you review Dr. \_\_\_\_\_'s materials, please consider that (his/her) distribution of effort within the department is approximately \_\_\_% teaching and \_\_\_% service. With this in mind, please consider whether you consider the credentials presented as 1) well-above average, 2) above average, 3) average, 4) below average, or 5) well-below average.

We would appreciate a reply by \_\_\_(date)\_\_\_ if at all possible. Under applicable state law, all letters of evaluation are confidential and only the promotion committee and administrative officers directly responsible for making recommendations and decisions will have access to your letter. It is very important to the integrity of our process that our request is kept confidential. Please note that while we cannot accept text e-mail responses due to privacy issues, we can accept secure attachments of scanned documents with imbedded digital signatures. Instructions for responding to this request in Interfolio can be found at this link: [Interfolio — Provide a Requested Evaluation \(For External Evaluators\)](#).

Thank you in advance for taking the time to assist us in this important task.

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### **Template 3**

**For Contract, Continuing, and Adjunct faculty whose primary appointment is in research.**

#### **CONFIDENTIAL**

Dear \_\_\_\_\_ :

Dr. \_\_\_\_\_, now holding the position of \_\_\_\_\_ as a faculty member off the tenure track in the (Department/School) of \_\_\_\_\_ is being considered for promotion to \_\_\_\_\_ (Associate Professor or Professor) at Colorado State University. Dr. \_\_\_\_\_ is a faculty member off the tenure track that is a critical contributor to our research mission, and we would be grateful if you could help us by evaluating Dr. \_\_\_\_\_ scholarly achievements. We are providing (his/her or preferred pronouns) curriculum vitae and reprints of publications or evidence of creative artistry. In making your evaluation of (his/her) accomplishments, it would be helpful if you could evaluate and comment on the following:

Your relationship to the candidate;

Dr. \_\_\_\_\_ 's achievements and stature at this stage of (his/her) career;

The scope and significance/originality of his/her research interests and activities or significant contributions to the discipline;

The scope and significance of his/her collaborative and/or integrative (e.g., interdisciplinary, engaged) contributions and their impact on other disciplines.

How does this individual compare to others in comparable positions in their respective discipline/subdiscipline at this stage of their career?

*Any additional insight that may be helpful in determining whether or not to recommend promotion.*

*When you review Dr. \_\_\_\_\_'s materials, please consider that (his/her) distribution of effort within the (Department/School) is approximately \_\_\_% research and \_\_\_% service. With this in mind, please consider whether the credentials presented would be viewed as 1) well-above average, 2) above average, 3) average, 4) below average, or 5) well-below average.*

*We would appreciate a reply by \_\_\_(date)\_\_\_ if at all possible. Under applicable state law, all letters of evaluation are confidential and only the promotion committee and administrative officers directly responsible for making recommendations and decisions will have access to your letter. It is very important to the integrity of our process that our request is kept confidential. Please note that while we cannot accept text e-mail responses due to privacy issues, we can accept secure attachments of scanned documents with imbedded digital signatures. Instructions for responding to this request in Interfolio can be found at this link: [Interfolio — Provide a Requested Evaluation \(For External Evaluators\)](#).*

*Thank you in advance for taking the time to assist us in this important task.*

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## **Step 2: P&T Committee Review**

### **EVALUATION AND REVIEW PROCESS**

The critical analysis of research and scholarly competence is primarily the responsibility of the external reviewers and the faculty of the unit in which the candidate's appointment lies. Recommendations above the level of faculty and external reviewers judge how well the case has been made either for the granting of continuous tenure or for promotion. The overall quality of the candidate's record and accompanying documentation, rather than the length of the dossier, determine the outcome.

Evaluations or reviews at each level must address teaching/advising, research/scholarship/creative activity, and service/outreach as they relate to the candidate's responsibilities. A written recommendation should be based on credible information, comply with university policy, and conform to Departmental Codes. Finally, if the candidate is being recommended early, the P&T committee, the Chair and Dean should address the rationale for an early promotion and provide comparisons to relatively recent early and on-time cases.

In cases where a candidate was hired with prior academic experience, the Committee should be apprised of the terms of the original appointment of the candidate regarding the influence of service at another institution.

## TENURE AND PROMOTION COMMITTEE RECOMMENDATION INSTRUCTIONS

### (1) Upload the recommendation:

- Navigate to the **Case Materials** tab. Select the **Internal Section** labelled **Part III.A: Recommendation of the Tenure and Promotion Committee**. Select **Add File > Add New File** to upload the document.
- The committee recommendation shall include the following:
  - Candidate: \_\_\_\_\_
  - Department: \_\_\_\_\_
  - College: \_\_\_\_\_
  - Date: \_\_\_\_\_

*Committee Recommendations:* A summary of the Committee's findings should reflect the total of those voting and explain the majority and minority positions. **It is critical that details of Committee discussions remain confidential, to the extent permitted by law, and that the vote results (yeas, nays and abstains) be communicated with those voting or eligible to vote.** The Chairperson of the Departmental Committee must sign the evaluation and recommendation statements. The results of this vote and statements of the majority and minority points of view shall be promptly communicated in writing to the candidate and the Department Head/Chair.

1. Vote of Committee
2. Recommendation, analysis, and justification. (This section should include an evaluation of the candidate's achievements in each area of responsibility and the T&P committee's assessment of external letters.)
3. Minority report, if applicable
4. Signature: Committee Chairperson (everyone on committee does not need to sign)

### (2) Share the recommendation:

- Follow the Interfolio instructions for sharing case materials with the candidate: [Interfolio — Email Candidate, Share Case Materials with a Candidate](#),

[and Allow Candidate Response/Rebuttal](#). Select **Add** under **Share Files** and select the file to share, select **Enable** under **File Response** and **Part IV: Candidate Response to Evaluations/Recommendations** under **Section for response**.

- When the case is ready for the Department Head/Chair review, click **Send Case** in the upper right corner and **Forward to Department Head/Chair Review**.

### **Step 3: Department Head/Chair Review**

#### **EVALUATION AND REVIEW PROCESS**

The critical analysis of research and scholarly competence is primarily the responsibility of the external reviewers and the faculty of the unit in which the candidate's appointment lies. Recommendations above the level of faculty and external reviewers judge how well the case has been made either for the granting of continuous tenure or for promotion. The overall quality of the candidate's record and accompanying documentation, rather than the length of the dossier, determine the outcome.

Evaluations or reviews at each level must address teaching/advising, research/scholarship/creative activity, and service/outreach as they relate to the candidate's responsibilities. A written recommendation should be based on credible information, comply with university policy, and conform to Departmental Codes. Finally, if the candidate is being recommended early, the P&T committee, the Chair and Dean should address the rationale for an early promotion and provide comparisons to relatively recent early and on-time cases.

#### **DEPARTMENT HEAD/CHAIR RECOMMENDATION INSTRUCTIONS**

##### **(1) Upload the recommendation:**

- Navigate to the **Case Materials** tab. Select the **Internal Section** labelled **Part III.B: Recommendation of the Department Head/Chair**. Select **Add File > Add New File** to upload the document.
- The recommendation shall include the following:

Candidate: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Date: \_\_\_\_\_

*The Department Head/Chair receives the faculty member's application and Committee's recommendation and prepares a recommendation to be forwarded to the College Dean and to the candidate. The Head/Chair also is responsible for verifying the completeness of the materials and signing the document.*

1. Recommendation, analysis, and justification.
2. Signature: Department Head/Chair

**(2) Share the recommendation:**

- Follow the Interfolio instructions for sharing case materials with the candidate: [Interfolio — Email Candidate, Share Case Materials with a Candidate, and Allow Candidate Response/Rebuttal](#). Select **Add** under **Share Files** and select the file to share, select **Enable** under **File Response** and **Part IV: Candidate Response to Evaluations/Recommendations** under **Section for response**.
- To share with the committee, select **Share>With Committee**.
- When the case is ready for the Dean's review, click **Send Case** in the upper right corner and **Forward to Director/Chair of Joint Appointment Review if applicable, if not, forward to Dean's Review**.

## **Step 4 (if applicable): Director/Chair of Joint Appointment Review**

### **EVALUATION AND REVIEW PROCESS**

The critical analysis of research and scholarly competence is primarily the responsibility of the external reviewers and the faculty of the unit in which the candidate's appointment lies. Recommendations above the level of faculty and external reviewers judge how well the case has been made either for the granting of continuous tenure or for promotion. The overall quality of the candidate's record and accompanying documentation, rather than the length of the dossier, determine the outcome.

Evaluations or reviews at each level must address teaching/advising, research/scholarship/creative activity, and service/outreach as they relate to the candidate's responsibilities. A written recommendation should be based on credible information, comply with university policy, and conform to Departmental Codes. Finally, if the candidate is being recommended early, the P&T committee, the Chair and Dean should address the rationale for an early promotion and provide comparisons to relatively recent early and on-time cases.

## DIRECTOR/CHAIR OF JOINT APPOINTMENT RECOMMENDATION INSTRUCTIONS

### (1) Upload the recommendation:

- Navigate to the **Case Materials** tab. Select the **Internal Section** labelled **Part III.C: Recommendation of Director of Extension and/or Experiment Station, Chair(s) of interdisciplinary programs, Chair(s) of department(s) where joint appointments are held (if applicable)**. Select **Add File > Add New File** to upload the document.
- The recommendation shall include the following:

Candidate: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Date: \_\_\_\_\_

*If appropriate, Director of Extension and/or Experiment Station, Chair(s) of interdisciplinary programs, Chair(s) of department(s) where joint appointments are held*

The application for a candidate who also has an appointment with Extension or the Experiment Station must be reviewed by that Director or his/her designee prior to sending the materials to the Dean and the candidate. Similarly, for faculty who participate in interdisciplinary programs, the director/head of the interdisciplinary unit should provide an evaluation as described in C.2.5 and C.2.8.3 of the Faculty Manual. This evaluation should focus on the quality of the candidate's work with the agency programs, SAU or other unit.

1. Recommendation, analysis, and justification. This section should include an evaluation appropriate to the responsibilities to these agencies.

2. Signature: Director or Chair

### (2) Share the recommendation:

- Follow the Interfolio instructions for sharing case materials with the candidate: [Interfolio — Email Candidate, Share Case Materials with a Candidate, and Allow Candidate Response/Rebuttal](#). Select **Add** under **Share Files** and select the file to share, select **Enable** under **File Response** and **Part IV: Candidate Response to Evaluations/Recommendations** under **Section for response**.
- To share with the committee and department head/chair select **Share>With Committee>Add User**.

- When the case is ready for the Dean's review, click **Send Case** in the upper right corner and **Forward to Dean's Review**.

## **Step 5: Dean's Review**

The Dean's Office will submit **(1)** a summary statement and **(2)** the Dean's recommendation.

### **(1) SUMMARY STATEMENT**

**Instructions:** Complete the **Promotion and Tenure Summary Statement Form**. On the **Case Details** tab, scroll down to **Required Items>Forms**. Select the Summary Statement Form and fill in requested information.

**Note:** Check that the correct respondent is listed under **Committee Members** (the section below Required Items). The person who will be filling out the form should be listed under Committee Members and marked as a "Manager". If they are not, select **Edit**, add member, and check the box next to Manager. Any members marked as a Manager are required to fill out the form. If there are multiple managers you can select **Manage Respondents** next to the form and omit the requirement for individuals.

### **(2) DEAN'S RECOMMENDATION**

#### **Evaluation Review and Process**

The critical analysis of research and scholarly competence is primarily the responsibility of the external reviewers and the faculty of the unit in which the candidate's appointment lies. Recommendations above the level of faculty and external reviewers judge how well the case has been made either for the granting of continuous tenure or for promotion. The overall quality of the candidate's record and accompanying documentation, rather than the length of the dossier, determine the outcome.

Evaluations or reviews at each level must address teaching/advising, research/scholarship/creative activity, and service/outreach as they relate to the candidate's responsibilities. A written recommendation should be based on credible information, comply with university policy, and conform to Departmental Codes. Finally, if the candidate is being recommended early, the P&T committee, the Chair and Dean should address the rationale for an early promotion and provide comparisons to relatively recent early and on-time cases.

#### **INSTRUCTIONS:**

## 1. Upload the recommendation:

- Navigate to the **Case Materials** tab. Select the **Internal Section** labelled **Part III.D: Recommendation of the Dean**. Select **Add File > Add New File** to upload the document.
- The recommendation shall include the following:

Candidate: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Date: \_\_\_\_\_

*The Dean will review the application, evaluation summaries, and recommendations.*

*Following review, the Dean will prepare and sign an evaluation statement that is sent to the Provost, Department Head/Chair, and the faculty member.*

1. Recommendation, analysis, and justification
2. Signature: Dean

## 2. Share the recommendation:

- Follow the Interfolio instructions for sharing case materials with the candidate: [Interfolio — Email Candidate, Share Case Materials with a Candidate, and Allow Candidate Response/Rebuttal](#). Select **Add** under **Share Files** and select the file to share, select **Enable** under **File Response** and **Part IV: Candidate Response to Evaluations/Recommendations** under **Section for response**.
- Share the recommendation file with the committee and Department Head/Chair using the same Interfolio instructions, selecting **Share>With Committee Members>Add Another User>Search for user**.
- When the case is ready for the Provost's Office review, click **Send Case** in the upper right corner and **Forward to Provost's Office**.

## Step 6: Provost's Office

When the case is sent to the Provost's Office review step, the case will no longer be visible to administrators at the department or college levels. If changes need to be made to the case, the college should reach out to the Provost's Office for the case to be sent back.

## Organization of the Tenure and Promotion Dossier

### Checklist

#### Candidate Documents

These documents are submitted in the Candidate Documents section. Candidate documents can be uploaded by the candidate, or by a unit administrator. Candidate Documents are visible to the reviewers at all subsequent review steps.

Requirement	Submitted by	Where
____ <b>Cover Page</b>	Candidate, or unit administrator	By the candidate: Packet tab > Candidate Documents > Cover Page  By the unit administrator: Case Materials > Candidate Documents > Cover Page
____ <b>Curriculum Vitae</b> ____ <b>1. Employment History / Awards</b> ____ <b>2. Publications / Scholarly Record</b> ____ <b>3. Teaching / Advising Effectiveness</b> (E.12.1 and I.8) ____ <b>4. Evidence of Outreach &amp; Service</b> (E.12.3)	Candidate, or unit administrator	By the candidate: Packet tab > Candidate Documents > Curriculum Vitae  By the unit administrator: Case Materials > Candidate Documents > Curriculum Vitae
____ <b>Part VII Appendices</b> [Prepared by candidate] ____ Evidence of Teaching and Advising Effectiveness	Candidate, or unit administrator	By the candidate: Packet tab > Candidate Documents > Appendices  By the unit administrator: Case Materials > Candidate Documents > Appendices

#### Internal Sections

The Internal Sections house the remaining materials in the promotion and tenure dossier, as submitted by a unit administrator or committee manager through the Case Review

steps. Materials in the Internal Sections are not visible to the candidate, unless they have been shared with the candidate by a unit administrator or committee manager. External Evaluations cannot be inadvertently shared with the candidate.

Requirement	Submitted by	Where
____ <b>Summary Statement</b>	Committee Manager assigned to the Department or Dean's Office	Case Details tab > Required Items > Forms
____ <b>Copy of tenure and promotion criteria/expectations in the unit</b>	Department, unit administrator	Case Materials tab > Internal Sections
____ <b>Part I Appointment Letter</b>	Department, unit administrator	Case Materials tab > Internal Sections
____ <b>Part III Recommendations</b> ____ Tenure and Promotion Committee ____ Department Head/Chair (new page) ____ Director of Extension and/or Experiment Station (new page) ____ Dean (new page)	Unit administrator or committee manager assigned to the review step	Case Materials tab > Internal Sections
____ <b>Part IV Candidate Responses to Evaluations/Recommendations</b>	Candidate, or unit administrator	By the candidate: Shared Committee Files > Send Response  By the unit administrator: Case Materials tab > Internal Sections
____ <b>Part V Record of Other Evaluations</b> [Prepared by Department] ____ Copies of annual evaluations/progress reviews for past three years by	Department, unit administrator	Case Materials tab > Internal Sections

	<p>Department Head/Chair and Tenure &amp; Promotion Committee, as appropriate</p> <p>____ Copy of Progress Toward Tenure Review (if application is for tenure)</p> <p>____ Copy of most recent Periodic Comprehensive Review (if applicant is tenured)</p>		
<p>____ <b>Part VI External Evaluation Letters</b> [Prepared by Department]</p>	<p>____ Copy of letter sent to outside evaluators</p> <p>____ Description of how evaluators were selected and their expertise in evaluating this candidate</p> <p>____ Copies of external evaluator letters</p>	<p>External evaluator, or the department unit administrator</p>	<p>By the external evaluator:</p>