Dossier Format for Submission to the University Committee on Academic Rank and Tenure (UCART)

The dossier and all copies thereof must be submitted with documents arranged in the following order, with each document category section visibly divided (e.g., colored page dividers, etc.):

<table>
<thead>
<tr>
<th>Document Categories</th>
<th>Document</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. Completed Cover Sheet / Vote Summary Form provided by the Office of Faculty Affairs: <a href="http://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/index.php">http://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/index.php</a></td>
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</tbody>
</table>
| Candidate’s Submission | 2. Candidate’s curriculum vitae  
3. Candidate’s statement/application letter(s) |
| College/School/Center/Library Level | 4. Recommendation of the dean or director  
5. Letter(s) from the college/school/center/library, committee indicating the committee’s vote count  
6. Midpoint review report, if applicable (required for tenure-track faculty) |
| Department Level | 7. Recommendation of the chair(s)  
8. Letter(s) from the department committee, indicating the committee’s vote (if applicable)  
9. Recommendation(s) of colleagues from the candidate’s department  
10. Recommendations of SLU colleagues outside of the candidate’s department (if applicable) |
| External Evaluations | 11. Recommendations of external (to SLU) reviewers (if applicable) |
| Applicable Criteria | 12. Full criteria for college/school/center/library and, if applicable, department |

**Do not** include in the dossier*:
- copies of publications or creative works
- individual student evaluations
- copies and/or notifications of awards (these should be listed on the CV)

*You may, however, wish to keep these items on file for review should they be requested by the University Committee.

**DEFINITIONS:**
- Department → Includes traditional department or analogous structure if different (e.g., discipline, program)
- Internal → SLU affiliation, including the VA
- SLU colleagues outside of the candidate’s department → Colleagues with a SLU affiliation, considered “internal”
- External → Persons with no current SLU affiliation, i.e., not “internal”