

(Replace this page with a cover page)

A. Letter of transmittal from the dean

B. Chair's letter

### C. Curriculum vitae

#### D. Balance of responsibilities

## E. Teaching ability and experience

1. Candidate's statement on teaching

## 2. Summary of teaching activities

### 3. Peer review of candidate's teaching

#### 4. Student evaluations

## 5. Supplementary information on teaching

6. Information required for candidates with no or limited teaching experience

## F. Research

1. Candidate's statement on research

## 2. List of research publications

3. (Three most significant publications should be submitted as a separate PDF. Indicate which is the most significant.)

#### 4. Research students, thesis titles, current employment

## 5. List of invited research presentations

6. Summary of grants and contracts received or pending

7. Department's assessment of candidate's research

G. Outreach/Extension (if applicable)

1. Candidate's statement on Outreach/Extension

## 2. Description of the three most significant programs

### 3. Contributions to other specialized/interdisciplinary programs

#### 4. List of outreach/extension publications

5. (Three most significant outreach/Extension publications should be submitted as a separate PDF. Indicate which is the most significant.)

## 6. Voluntary and invited presentations

## 7. Evaluation of work by colleagues

## 8. Supplementary information

## H. Service

## I. Letters of Evaluation

1. List of top institutions in the field and the candidate's specialty area

2. List of all people solicited for letters

3. Qualifications of the reviewers, connections with the candidate

4. Letters of evaluation (Please bookmark each letter)

5. Sample of the letter used to solicit evaluations

J. Effect of the appointment on department balance and future plans. Effect of appointment on center or cluster activity, if any

K. Urgency

## Appendix

## 1. Offers of positions elsewhere

2. Acceptance letters for publications not yet in print

3. Letters of approval for proposals not yet finished

#### 4. Department guidelines for tenure