

## Checklist of Materials for Tenure Recommendation in the Biological Sciences

Candidate name:

Department:

Please see [Tenure Guidelines](#) for full requirements.

### Dossier:

Present the dossier as a bookmarked, text-searchable PDF, with a bookmark for each number and letter on the checklist. The divisional committee does not require departments to include a table of contents and insert page numbers.

- 1. Letter from the dean requesting the advice of the biological sciences divisional committee
- 2. Letter from department chair
- 3. Departmental Tenure Guidelines
- 4. Letter of appointment (redact salary information)
- 5. Summary statement from departmental internal review/mentoring committee (2 page maximum) (required only for promotions)
- 6. Background information on the candidate
- 7. Summary statement on integration of activities (1 page maximum) (required only for integrated cases)
- 8. Research performance
  - A. Statement by candidate (2 pages maximum)
  - B. List of publications. Mark with an asterisk (\*) the five most noteworthy publications from the probationary period and note % contribution
  - C. List of invited research presentations delivered by the candidate
  - D. Research support and grant peer reviews
- 9. Teaching performance
  - A. Statement by the candidate (2 pages maximum)
  - B. Summary of teaching activities
  - C. Peer reviews of teaching
  - D. Student evaluations. Summaries of evaluations. All comments from two recent courses.
  - E. Any supporting documentation, including published materials, invited presentations, grants and awards, syllabi
- 10. Outreach performance (if candidate has outreach responsibilities)
  - A. Statement by the candidate (2 pages maximum)
  - B. Documentation of activities
- 11. Service performance
  - A. Statement by candidate (1 page maximum; 2 pages if secondary area)
  - B. University service
  - C. Professional service
- 12. Letters of evaluation
  - A. Description of the process used to select letter-writers. Include the number of letter writers chosen from the candidate's list and how many were from the department list.
  - B. At least five arm's-length letters from recognized experts. No more than 8 letters total. Each letter should have its own electronic bookmark.
  - C. List of all persons solicited, their qualifications, and relationship to the candidate
  - D. Copy of the letter requesting evaluations
  - E. Information on those who declined to write
- 13. Two representative publications. Each publication should have its own electronic bookmark.

**Supporting Materials:**

- The candidate's publications** appearing in the six years prior to consideration for tenure. Present the publications as a bookmarked, text-searchable PDF, with a bookmark for each publication.

**Preparing and Submitting Materials:**

Submit the **dossier** and **supporting materials (publications)** as two bookmarked PDF documents in Box by noon on the [deadline day](#). Please contact the divisional committees coordinator ([divisional@secfac.wisc.edu](mailto:divisional@secfac.wisc.edu) or 608-263-5741) in advance of the deadline to request creation of a Box folder, providing the candidate's name and the name and e-mail address of the person who will upload tenure materials. Thank you.

**Contact:**        Divisional Committees  
                      133 Bascom Hall  
                      Email: [divisional@secfac.wisc.edu](mailto:divisional@secfac.wisc.edu)  
                      Telephone: 608-263-5741