

**Format for Tenure Dossiers submitted to the Physical Sciences Divisional Committee**  
(Checklist for Departments)

The format for tenure submissions given below is intended as a checklist for the completeness of tenure packages. Please consult the [Tenure Guidelines \(Guidelines for Recommendations for Promotion or Appointment to Tenure\)](#) for detailed information on what is required for each item. This and other tenure-related documents are posted on the [Physical Sciences Divisional Committee](#) web page. If an item is not relevant in the case at hand, please indicate that rather than just omitting it.

Note that it is especially important that the people selected to write letters of evaluation of the candidate for either promotions or appointments to tenure be selected according to the criteria outlined in Section I of the *Guidelines*, and that the letter soliciting evaluations follow the sample letter given at the end of the *Guidelines*.

**The Dossier:**

Provide a table of contents including page numbers. Number the pages of the dossier consecutively, including letters and appendices.

- A. Letter of transmittal from the dean
- B. Chair's letter of transmittal
- C. Curriculum vitae of candidate:
  - 1. Name
  - 2. Education and positions held
  - 3. Special information
- D. Balance of responsibilities and accomplishments in teaching, research, and service. Include commitments to center and cluster, etc. activities.
- E. Teaching ability and experience:
  - 1. Statement on teaching by the candidate
  - 2. Summary of teaching activities
  - 3. Peer review of candidate's teaching
  - 4. Student evaluations of candidate's teaching
  - 5. Supplementary information on teaching
  - 6. Information required for candidates with no or limited teaching experience
- F. Research:
  - 1. Statement on research by the candidate
  - 2. List of research publications:
    - a) Papers in refereed archival publication venues; publication venue rankings, standards, acceptance rates and/or impact factors. Citation counts and/or electronic download counts optional.
    - b) Papers submitted to refereed archival publication venues
    - c) Monographs or jointly authored books
    - d) Books or proceedings edited
    - e) Invited book chapters
    - f) Items at conferences
    - g) Patents
    - h) Other non-refereed publications
    - i) Unpublished technical reports not included in section b
    - j) Publications by candidate's postdocs and students that do not include the candidate as a co-author
  - 3. Three most significant publications, 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 the candidate's research, including center, cluster, etc. activity

(continued)

- G. Outreach/Extension if candidate has outreach/extension responsibilities:
  1. Statement by the candidate
  2. Description of three most significant programs:
    - a) Problem and clientele
    - b) Objectives of the program
    - c) Methods used
    - d) Implications and outcome of the program
  3. Contributions to other specialized/interdisciplinary programs
  4. List of outreach/extension publications
  5. Three most important outreach/extension publications, 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. Professional 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 (at least 6, typically 8 - 10) solicited using the sample letter at end of the [Guidelines](#). The committee discourages soliciting letters from major professor, postdoctoral supervisor, close collaborators, and recipients of joint funding.
  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 funded
4. Department guidelines for tenure

**Preparing and Submitting Materials:**

The Physical Sciences Divisional Committee requires that tenure dossiers be submitted both electronically and in hard copy.

- Submit the **dossier** and **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.
- Also submit twelve (12) hard copies of the **dossier** (not publications) by noon on the [deadline day](#).

**Receiving the Divisional Committee's Recommendation:**

The divisional committee office will contact the department chair to obtain a phone number for the chair (or designee).

The chair of the divisional committee will notify the department chair (or designee) of the committee's recommendation by telephone after the meeting.

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