

## Checklist for Streamlined Cases (Social Sciences)

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

Departments are required to consult with the divisional committee chair before submitting a streamlined case.

Submit the dossier as one bookmarked PDF, with a bookmark for each Roman numeral and capitalized letter on the checklist. The divisional committee does not require departments to include a table of contents and insert page numbers.

- I. Letter of approval from the dean
- II. Letter(s) of appointment
- III. Departmental Tenure Guidelines
- IV. Letter from department chair justifying a positive tenure decision and making the case for excellence in research and one other area.
  - a. Explanation of the Job Search
  - b. A record of the Executive Committee vote on the hire, with explanation of reasons for split votes.
  - c. Explanation of excellence in research, teaching, and service
  - d. PVL
- V. A full, long-form C.V., format unspecified
- VI. Materials from the Job Search
- VII. External letters (min. 3)
  - a. Qualifications of letter writers
  - b. Letters
- VIII. Research
  - a. The candidate's own statement of research interests (2 pages maximum)
  - b. Three (3) papers representing the senior hire's best recent scholarship.
- IX. Teaching
  - a. The candidate's own statement of teaching/mentoring approach/accomplishments (2 pages maximum).
  - b. A syllabus for one course should be appended to the teaching statement. (If teaching is not the second area of excellence for the candidate, then a statement about that area (e.g., service or outreach) should be substituted for the teaching statement.
  - c. Sample student evaluations

- X. Service  
The candidate's own statement of service accomplishments (2 pages maximum)
  
- XI. Outreach (if candidate has an outreach appointment)  
If the candidate has significant Outreach/Extension responsibilities, a description of one program that the candidate has been involved in should be provided.

**Preparing and Submitting Materials:**

Submit the **dossier** as bookmarked PDF 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 of the person who will upload tenure materials. Thank you.

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