**Pretenure Review—Dossier Items**

**Items pre-loaded by A&S Faculty Affairs (ASFA):**

* CV at hire
* AWPs
* Annual Performance Review documentation

**Items to be uploaded by the candidate:**

* Biographical Data Sheet (P102)—blank forms available on ASFA web page
* Current CV (including info on courses taught, students supervised, committee work, etc. Service should be divided into dept service, college/university service, service to the community, and service to the profession. At the point of pretenure review, candidates won’t necessarily have items in all of those categories.)
* Personal statement summarizing work in Instruction, Research & Creative Activity, and Service (can be a single document or three separate docs; personal statement is optional for pretenure review).

**Teaching documentation:**

* Student evaluation summary (use the new simplified form available on the ASFA webpage)
* All student evaluations of teaching (UofL teaching only)
* Syllabi for each distinct course (If you’ve taught a course multiple times, include just one syllabus UNLESS you revised it significantly)
* Peer observations of teaching (reports)
* Other evidence of strong teaching can be added but is optional

**Research and creative activity documentation:**

* Digital copies of all publications listed on the CV
* Evidence of acceptance or revise/resubmit request on work that’s not yet in print
* Book contract (if applicable)
* Evidence of grant awards (if applicable)
* Work in progress (optional)
* For faculty members working in the visual or performing arts, talk with your department chair and the Associate Dean for Faculty Affairs about how best to document your productivity.

**Service:**

For most, a list of service contributions on the CV and, if desired, a description of service contributions in a personal statement is sufficient. If you have on hand messages of thanks from committee chairs, journal editors, or local organizations, feel free to include them, but you don’t need to solicit them.