Checklist of Materials for Tenure Recommendation in the Biological Sciences (effective 3/26/2012)

Candidate name: Department:

See Guidelines for Recommendations for Promotion or Appointment to Tenure for full requirements.

☐ 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.

☐ The 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. Letter of appointment (redact salary information)
☐ 4. Summary statement from departmental internal review committee (1 page maximum) (required only for promotions)
☐ 5. Background information on the candidate
☐ 6. Summary statement on integration of activities (1 page maximum) (required only for integrated cases)
☐ 7. Research performance
   A. Statement by candidate (2 pages maximum)
   B. List of publications. Mark with an asterisk (*) the five most noteworthy publications.
   C. List of invited research presentations
   D. Research support
☐ 8. 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
☐ 9. Outreach performance
   A. Statement by the candidate (2 pages maximum)
   B. Documentation of activities
☐ 10. Service performance
   A. Statement by candidate (1 page maximum)
   B. University service
   C. Professional service
☐ 11. Letters of evaluation
   A. At least six letters from recognized experts (at least five from arm’s-length writers). Each letter should have its own electronic bookmark.
   B. Description of the process used to select letter-writers
   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
☐ 12. Two representative publications. Each publication should have its own electronic bookmark.
Preparing and Submitting Materials: For detailed instructions, see *Preparing and Submitting Tenure Materials Electronically*.

- Submit two bookmarked, text-searchable PDFs: the publications and the dossier.
- Upload the PDFs by noon on the **deadline day** to My WebSpace:
  1. Log in to MyUW (my.wisc.edu)
  2. Click on My WebSpace (top line of screen)
  3. Find the Divisional Committees folder (click the yellow star on the top left, go to Group Directories, and click on the Divisional Committees folder, then Dropbox-All Divisional Committees). If you cannot find the Divisional Committees folder, contact divisional committees staff at 262-3931 or divisional@secfac.wisc.edu.

Templates of the **dossier** and **publications** are available if departments wish to insert documents. However, many departments will find it easier to first create the document and insert bookmarks later.

**Contact:**

Divisional Committees  
132 Bascom Hall  
Email: divisional@secfac.wisc.edu  
Telephone: 608-262-3931