The format for tenure submissions given below is intended as a checklist for the completeness of tenure packages. Please consult the Guidelines for Recommendations for Promotion or Appointment to Tenure for detailed information on what is required for each item. These documents can be found at the Office of the Secretary of the Faculty website: www.secfac.wisc.edu, under the Faculty Divisions tab. 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.

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

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      i) Unpublished technical reports not included in section b
      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 is transitioning to electronic submission of tenure materials.

- Submit two bookmarked, text-searchable PDFs: the publications and the dossier.
- Also submit twelve (12) hard copies of the dossier (not publications) by noon on the deadline day.
- 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.

For detailed instructions, see Preparing and Submitting Tenure Materials Electronically.
Receiving the Divisional Committee’s Recommendation:

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

The divisional committee office will contact the department chair during the week of the meeting to obtain the phone number for the chair (or designee).

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

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