

FORMAT FOR TENURE SUBMISSIONS TO THE PHYSICAL SCIENCES

(Checklist for Departments)

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 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. Summary of teaching activities
 2. Statement on teaching by the candidate
 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. List of research publications:
 - a) Papers in refereed journals; journal rankings, standards, acceptance rates and/or journal impact factors
 - b) Papers submitted to refereed journals
 - c) Monographs or jointly authored books
 - d) Books or proceedings edited
 - e) Invited papers in proceedings or books
 - f) Invited abstracts
 - g) Contributed papers at conferences
 - h) Other nonrefereed publications
 - i) Unpublished technical reports
 2. Three most significant publications [include the most significant one in all dossiers (**in the appendix**); also forward three copies of each of the other two publications for the subcommittee.]
 3. Research students, thesis titles, current employment
 4. List of invited research presentations
 5. Summary of grants and contracts received or pending
 6. Statement on research by the candidate
 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. 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
 2. Contributions to other specialized/interdisciplinary programs
 3. List of outreach/extension publications
 4. Three most important outreach/extension publications
 5. Voluntary and invited presentations
 6. Statement by the candidate
 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 *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
5. Most significant publication
6. Three copies of 2 additional publications, for the subcommittee (see Part II.F.2)

Send 14 copies of all materials to: Divisional Committee Office, 134 Bascom Hall; telephone 263-5740

Refer to Faculty Divisions at www.secfac.wisc.edu

revised October 7, 2008