

**Checklist for Materials Required for Dossiers for Appointment,
Reappointment and Promotion of Regular Rank, Non-Tenure Faculty —
Sanford School
April 24, 2017**

A. Standard dossier materials:

Committee Materials:

Search committee report for external appointments only

Review committee report: may be very brief assessment of work since last review

Supplementary materials:

Statement(s) from other units to which the candidate contributes

Statement appraising quality of journal(s), publisher(s) and artistic or
professional venue(s), if relevant

Department Chair's/ (or Dean's for schools without chairs) materials

Chair's report

Supplementary documents:

Voting policy

List of those voting

Draft reappointment review summary

Tabular summary of teacher course evaluations for at least the last three years

Teacher course evaluation forms for at least the last three years (to be
available upon request by the Provost)

In general, teaching summaries, if relevant, will be calculated on the same basis as those for tenure-line faculty.

Dean's decision notice to the candidate

Letters of reference (if obtained)

When letters are obtained, the dossier should include:

Sample request email and letter

Statement identifying and describing external evaluators contacted
(including contact information)

Evaluation letters

Unsolicited evaluations/ correspondence

A record of electronic communications with evaluators and log of additional
contacts regarding the review should be maintained and available upon request

In addition, materials specific to the type of regular rank appointment is specified as follows:

B. Full and Associate Professors of the Practice

Candidate's Materials

CV indicating educational background, professional experience, publications, experience with teaching or training, invited seminars/public presentations, service to the school, university and profession. Please list authors of any collaborative projects in the sequence in which they appear on the published work.

Intellectual development statement for initial appointments and promotions

Thereafter: update of teaching, mentoring activities, external funding and awards, scholarship/creative/ professional work, and service -- since last review and future plans

Course outlines for past three years

List of top 10 publications (incl. the text of the top two)/or top professional papers and contributions, public statements, policy and/or managerial achievements as appropriate for initial appointments and promotions

List of grants, professional service involving high-level government commissions or appointments, or public or private projects and forums impacting public policy; and/or consulting contracts (with details on duration, clients, and description of role and results), all for initial appointments & promotions

Supplemental materials to be provided by the candidate after initial appointment/promotion (provide only materials new since last review):

List of publications or contributions, together with text of top publication

Published reviews of the candidate's work, if relevant

Recent grant or contract proposals, both pending and awarded, if relevant

List of recent professional service on high-level government commissions or appointments, or public or private projects impacting public policy, if relevant

A list of student mentoring and advising for undergraduate and graduate projects

Letters of reference

External Letters are required in the case of Full Professors of the Practice and optional for Associate Professors of the Practice. Evaluation letters should address professional reputation and impact within the wider professional community in which professors practice or serve. Letters need not be arms-length and specifically might benefit from not being so. For initial appointment and reappointment to full professor, 3 external letters are required. For reappointment to full professor, 2 of these may be substituted by internal letters from Duke faculty external to Sanford.

Faculty Review Committee's Report

Each faculty committee review report may differ, depending upon the professional background and experience of the Candidate, but generally should include the following, as further described in Appendix 3 of the by-laws:

Committee Membership and Recommendation: State your conclusion and specific recommendation about initial appointment, re-appointment, and promotion, including any suggestions for career development or trajectory.

Candidate's professional background and experience: Highlight the level of experience, leadership, and expertise that demonstrate a track record of specific accomplishments relevant to the policy process in current and previous positions.

Candidate's specific contributions to the profession the Candidate represents (listed in the by-laws): Include indicators such as leadership positions, seniority, rank within the organizations, reputation, honors and awards, appointments to national or state commissions or positions, publications and academic awards (if relevant) and as well as demonstrated ability to translated experience into meaningful lessons for students and others

Candidate's contributions to administration: Discuss Sanford and University leadership positions and contributions, leadership and accomplishment of centers, and execution of management responsibilities.

Candidate's record of teaching and mentoring: Include specific indicators of excellence in curricular innovation, academic and career mentoring, invited lectures outside Duke, and exemplary pedagogy.

Candidate's research and/or academic or professional publication or products: Discuss grants, books, articles, white papers, studies, documentaries, and op-ed pieces.

Candidate's service and engagement: Include activities and contributions to Sanford, Duke, and the wider local, state, national, and international community through professional activities that may include consulting, involvement with the media, and service to governmental, nonprofit, and professional organizations.

C. Lecturer and Senior Lecturer

Candidate's Materials

CV indicating educational background, professional experience, publications, experience with teaching or training, invited seminars/ public presentations, service to the school, university and profession.

Intellectual Development Statement, describing:

Scholarship/professional development: Completed --In progress --Planned, including future directions and strategy;

Teaching: Philosophy/goals --Strategy/approaches --Course development accomplished and envisioned;

Service: Secondary/joint/adjunct appointments in other academic units -- Participation in academic enterprises and University life --Activities within the school, university and the discipline or profession.

Course outlines for past three years

Listing, rank-ordered by the candidate, of not more than ten (total) of **his/her** most important and influential publications and/or professional contributions

A list of external funding applications and awards, including pending applications

A list of student mentoring and advising for undergraduate and graduate projects

Faculty Review Committee's Report

The faculty review committee report should include discussion of the following:

Candidate's professional development, current interests, and likely future directions;

Candidate's specific contributions to the craft of teaching as demonstrated by curricular innovation, exemplary pedagogy, national conference presentations about the scholarship of teaching and learning, writing and mentoring about teaching, an exemplary record of student mentoring, or an original contribution to program development;

Candidate's record of teaching and mentoring;

Candidate's record of service to the school, university and profession, including contributions to administration and program development;

Candidates' performance on other responsibilities included in the job description;

Other contributions of the candidate. (Could include candidate's contributions to research and writing, and/or fundraising or grant writing to the extent that activities are included in the job description).

Letters of reference

External or internal letters are not required but may be provided.

D. Full, Associate, and Assistant Research Professors

In general, research professor dossiers will match those of tenure line professors with the following notes:

Candidate's Materials

Teaching materials may not be relevant and discussion thereof may be omitted from the intellectual development statement.

For candidates on soft money, the candidate should discuss the extent to which past grant activity has been able to cover salary as well as provide a plan for expectations of funding and its ability to cover salary in the period covered by the expected reappointment.

Faculty Review Committee's Report

The committee search or review report should generally follow the tenure track report outline, however, it should also add discussion of the following:

Candidate's grant activity and success;

When relevant, Candidate's contribution to collaborative research projects;

In general, the report should pay particular attention to the fact that research faculty differ from tenure-track faculty in that they typically undertake fewer instructional assignments and are frequently supported by external research funds and that research faculty, in addition to involvement in research projects, may also participate in administrative and teaching activities in the Sanford School to the extent that these activities are included in their job description. Consequently, evaluations for appointment, renewal, and promotion of research faculty should be based on:

Assessment of scholarly accomplishment and promise. The assessment should also pay attention to significant non-academic publications.

An assessment of grant activity. For candidates required to raise their own funding, assessment of the availability of external research funding to support their work, as well as an assessment of the execution of any additional duties laid out in their contract.

An assessment of contributions to productive collaboration. To the extent that an associate research professor works on teams, the ability of the professor to play either a leadership role or a consistently supportive role should also be recognized.

Letters of reference

For reappointment or promotion to research professor, letters will be required from four arms-length sources external to Duke. External letters are not required for associate professor, but internal letters (from non-committee members) are desirable.