

Checklist of Materials for Tenure Recommendation in the Social Sciences

Candidate name:

Department:

Please see [Tenure Guidelines](#) for full requirements.

Part One: The dossier.

Submit the dossier as a bookmarked PDF, with a bookmark for each Roman numeral and capitalized letter on the checklist. The divisional committee does not require departments to include a table of contents and insert page numbers. The dossier should be presented in 150 pages or less, excluding departmental tenure guidelines (III.) and copies of the candidate's publications (section IX.E).

If an activity relates to some combination of teaching, service, research or outreach, document it in the section that seems most logical, but provide clear explanation of the other dimensions of the activity. You may modify the order of documentation to enhance the logical flow of information.

- I. Letter of approval from the dean
- II. Letter(s) of appointment
- III. Departmental Tenure Guidelines
- IV. Letter from department chair, including:
 - A. Nature of appointment
 - B. Explanation of the vote of executive committee
 - C. Years of probationary service
 - D. Department evaluation of candidate's teaching, research and service
 - E. Summary of the standards of research excellence
- V. Additional letters and/or Integration statement (for interdisciplinary appointments or integrated cases)
- VI. Curriculum vitae (see guidelines for full requirements)
- VII. Letters of evaluation (at least 5 letters, none from UW-Madison), a summary document about the process of obtaining letters, a brief statement about the qualifications of each expert and explanation of the nature of the relationship between the candidate and each evaluator. Also include a copy of the letter to the referees soliciting evaluation. Create a separate bookmark for each letter, the summary document, and the sample letter to external reviewers.
- VIII. Teaching
 - A. Chronology of teaching experience and department summary of contextual factors
 - B. Candidate's teaching statement (2 pages maximum)
 - C. Teaching materials
 - D. Organized summary of student evaluations, and comparative evaluation of teaching. State how evaluations were administered. Provide a sample copy of each evaluation instrument that shows the questions asked.
 - E. Peer reviews of teaching
 - F. Record of student advising, consultations, and research supervision
 - G. Honors or other recognition for teaching
 - H. Other evidence of the extent, scope and quality of teaching activities
 - I. If applicable, evidence of teaching for candidates with little formal teaching experience
- IX. Service
- X. Research
 - A. Candidate's statement of future research plans (2 pages maximum)
 - B. Contributions to coauthored publications

- C. Evaluation of peer-reviewed journals, and acceptance rates if applicable
- D. Evidence of acceptance for publications “in press”
- E. Two representative publications
- XI. Outreach (if candidate has an outreach appointment)

Part Two: Supporting materials.

Supporting materials may be submitted electronically or in hard copy (or a combination of the two). If submitting electronically, create one bookmarked PDF, with a bookmark for each section (e.g., Dissertation, Publications, Course Evaluations, Syllabi, Additional Materials).

For senior hires, include materials from the most recent six-year period.

- A. Ph.D. dissertation or equivalent, unless terminal degree was earned more than 10 years ago
- B. All publications and manuscripts of works accepted for publication. Optionally include unpublished manuscripts, grant proposals or other evidence of work in progress. If submitting in hard copy, provide two copies. If submitting electronically, each publication should have its own bookmark.
- C. Originals of all student course evaluations of teaching, scanned or in hard copy. If submitting electronically, each set of evaluations should have its own bookmark.
- D. Syllabi for all courses taught. Include only the most recent syllabus for each course unless documenting significant changes in a syllabus over time. If submitting in hard copy, provide two copies. If submitting electronically, each syllabus should have its own bookmark.
- E. Any other lengthy supporting materials relevant to documenting research, teaching, service or outreach, depending on their nature

Preparing and Submitting Materials:

Submit the **dossier** and **publications** as two bookmarked PDF documents in Box by noon on the [deadline day](#). Please contact the divisional committees coordinator (divisional@secfac.wisc.edu or 608-263-5741) in advance of the deadline to request creation of a Box folder, providing the candidate's name and the name and e-mail address of the person who will upload tenure materials. Thank you.

Contact: Divisional Committees
133 Bascom Hall
Email: divisional@secfac.wisc.edu
Telephone: 608-263-5741