

**DOSSIER FOR NEW FACULTY APPOINTMENT WITH TENURE
TO BE PRESENTED TO APPOINTMENT, PROMOTION AND TENURE COMMITTEE**

Faculty and staff preparing dossiers for new faculty are advised to assemble the materials delineated in the APT policies in the following order:

COVER

*Request for the Appointment of John Smith
for a Tenured Position as the
Associate Professor Level in German*

FIRST PAGE

TO: Appointment, Promotion and Tenure Committee

FROM: Nominating Committee, German Department

RE: Appointment of John Smith for a Tenured Position in Contemporary German Literature, at the Associate Professor Level

DATE: January 1, 2000

This dossier is comprised of the following documents:

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- Section I** Letter authorizing Search with Job Description
- A. Letter from Provost and Vice President for Academic Affairs indicating Board authorization for the position
 - B. Position Description
 - C. Report and approval of the Search by the Affirmative Action and Diversity Committee
- Section II** Nominating Committee Recommendation
- Section III** Curriculum Vitae
- Section IV** Letters of Recommendation
- Section V** Teaching Evaluations
- Section VI** Sample Publications

PROCEED WITH EACH SECTION