

Packet Checklist for Tenure-track 4th & 8th year reviews (department use only)

Updated: 10/2025

Note: The University defines “promotion date” as the date the previous dossier was submitted to the department for review and vote.

FORMS:

Forms	Notes
Form 103 -Comments form	If a candidate provides comments, they must also check the box indicating who they are responding to. This ensures the department knows the next step to take.

INTERFOLIO:

Candidate Packet	Notes: AY Academic Year. For example, if the review cycle is 2025–2026, save the document as: Name.# AY Document type Buckeye.1 25-26 APT Criteria Rank Track Pathway
APT Document (Criteria section)	COM exception, add in for all candidates. Only add applicable section for which the candidate is being reviewed (e.g. Associate Professor with tenure) Refer to OAA’s governance site to locate your department’s specific criteria for each track. From link above, scroll to College of Medicine then Current POA and APT documents then click on your department’s APT document Save as: Name.# AY APT Criteria Rank Track Pathway
Core Dossier (APT Toolbox section 3a)	Biographical narrative and Core dossier should be saved as one document. See Core dossier template and insider’s guide with tips and examples on APT toolbox. Apt Toolbox Save as: Name.# AY Core Dossier*
Student Evaluation of Teaching	This section is for all teaching evaluations and is where faculty complete their Student Evaluation Checklist. Evaluations must be uploaded in this section before the faculty member can complete the checklist. <i>Upload all evals in one document.</i> Probationary tenure-track faculty (Assistant and Associate Professors prior to tenure): Include all since date of hire.

	Only summary tables from Vitals, MedHub, or SEI should be included. Use fixed-response summaries only. For example, if 100 students are surveyed and 50 respond, do not include all 50 sheets. Instead, upload the cumulative rating and compiled comments. Save as: Name.# AY Student Evaluations
Promotion and Tenure/Promotion Dossier Checklist	The faculty member will complete the required checklist in this section. No uploads are needed.
Other Unit-Required Documentation	This section should remain empty and can be locked before the case is sent to the faculty member.
External Evaluation Materials	Since the COM did not use the External Evaluator tool in Interfolio, this section will remain empty and can be locked before the case is moved to the candidate.
Internal Section	Department responsibility to upload
POD Verification	There are two checklists the POD must complete in Interfolio. Resources for the POD are available on the COM P&T Coordinator Teams page.
Annual Reviews:	(oldest to newest) If annual reviews are not completed for a specific year, add a formal letter stating why (for example leadership transition) Probationary tenure track faculty (i.e. Assistant & Associate Professors in advance of tenure): All since date of hire Save as: Name.# AY Annual Reviews
Written documents submitted as part of annual reviews	This section often remains empty. One example of when it may be used is if a faculty candidate submits a response to their annual review.
Additional letters Requested by the Candidate and Solicited by the TIU Head	This section may be empty unless a Division Director letter was obtained. It may also include external evaluation letters that could not be used due to evaluator rank, conflict of interest, or because they arrived after the department/TIU vote. A cover letter explaining the circumstances must be included.
Documentation of Peer Evaluation of Teaching	As a college, we require one per year since new hire, last promotion, or past 5 years (whichever is more recent). Refer to your department's APT document. Save as: Name.# AY Peer Evaluation of Teaching
Summary of Open-Ended Student Evaluations	e.g. Faculty asks specific questions and the student provides written feedback. Save as: Name.# AY Summary of open-ended student evals
Internal Review Evaluation Letters (i.e. Tenure-Track 4th & 8 th year review letter)	4th-year only if this is an 8th-year review Include: P&T Chair letter, Department Chair letter, and Dean's letter. Save as: Name.# AY 4th or 8th Tenure Review Packet
Committee of Eligible faculty (CEF) Recommendation	P&T Chair letter (on letterhead, dated, include the vote and date of the meeting & signed) Clinical Faculty can't sign the letter for Tenure/Research candidate.
TIU Head Recommendation	Chair letter (on letterhead, dated & signed)
Head of TIU Joint Appointment or Discovery Theme Focus Area	This section may be empty. It is only required if the candidate has a joint appointment with another TIU or is part of a Discovery Theme Focus Area.

Comments Process – TIU Level	Notification to the faculty on the TIU level results. See sample letter on APT Toolbox Section 3b Completed Form 103 and any comments or responses to the comments.(10 calendar days) For issues with signature showing up on PDF, you may need to “flatten” PDF. Refer to COM P&T Dossier FAQ document.
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Refer to [APT Toolbox](#) Section 3b for example of a completed dossier packet

Refer to Faculty Affairs 101 slides and recordings