**EXTERNAL APPOINTMENT TO TENURE**

**Chair’s checklist of materials to be submitted to the FAS Dean and the Tenure Appointments and Promotions Committee**

**Biological Sciences**

***\*\* The complete case must be submitted THREE WEEKS in advance of the committee meeting.\*\****

**STEP 1:** In Interfolio, edit the Dept Review Case for the faculty member and add the final step as **FAS Dean (Dept Vote- Yes)**. After adding this step, return to the case and upload the Department Faculty Vote form (<http://facultyadmin.yale.edu/fas-department-faculty-vote-form>). This should be done while the case is assigned to the department faculty. After uploading the vote, send the case forward to the **FAS Dean (Dept Vote- Yes)**.

**STEP 2:**  **Create the TAC Review Case** in Interfolio ByCommittee and be sure to select the correct TAC Review template. Replace the Chair’s Assistant (place holder) committee with your equivalent of this committee. More than likely, you will want to bypass notifying the candidate and send this forward to yourself for uploading the documents.

**STEP 3.** **Before uploading, convert all documents to pdfs. Be sure to eliminate any bookmarks.** Upload each document below using the naming conventions. The title of each item should include the corresponding letter on the checklist. If there are multiple items for that letter, append a number to the letter.

**STEP 4:** Verify that the packet is complete with no additional bookmarks and all documents are in the upright position then Send Forward to OFAS.

NOTE: One week prior to the TAC meeting, deliver one copy of each publication that is not available online, i.e. books or manuscripts, and that the department would like to make available to *committee members* in advance of the promotion review meeting.  Deliver these items to Pamela Bosward in the FAS Dean’s Office, 1 Hillhouse Avenue, 2nd floor.

Call Julie Buchanan, 785-6567, if you have any questions regarding these materials.

**Required materials to be uploaded to Interfolio – The naming conventions are in bold for the Document Title, the Document Type** for the fields in Interfolio.

**A. Dept Survey of Field, Dept Field Survey -** A narrative account of the department's survey of the field in the initial stages of its search. The statement should detail the department's broad efforts to identify superb potential candidates and diversify the department and the University.

**B-a. Dept Case Summary, Case Summary** - The FAS Departmental Case Summary is available online at <http://facultyadmin.yale.edu/fas-departmentalcasesummary>.

**B-b. Candidate CV (Name, date of last revision), CV** - The candidate’s current CV.

**C-a. Candidate Research Statement, Research Statement** - A statement, not to exceed 750 words, describing her or his research program and future plans.

**C-b. Candidate Teaching Statement, Teaching Statement** - A statement, not to exceed 500 words, about her or his teaching.

*When a candidate does not have such statements available, the department may prepare them in the candidate’s stead.*

**D. Citations Data Set, Citations -** A set of data on citations to the work of the candidate and the members of the comparison set that will help in assessing the impact of the candidate's work. The source(s) of the data should be clearly identified and a statement provided that explains the choice of the database(s) from which the citation information is drawn.

**E. Scholarship Samples with Cover, Research Sample -** Five selected articles representing the candidate’s research program.  These are usually published or “in press” journal articles. Annotate each citation to describe the candidate’s specific contribution to the work and how the publication has impacted the field. The annotation should follow the citation it addresses. These items should help the committee grasp the range and significance of the candidate's scholarship and research. Include a cover sheet with this section explaining the source (i.e. book or journal title) of each article and the page numbers.

**F-a. Template Letter**, **Template Letter** – The letter used to solicit external evaluators.

**F-b. Referee List, Referee List** - Annotated and alphabetized list of referees approved by the cognizant dean.

**F-c. Referee Preliminary Correspondence, Correspondence** - Any preliminary correspondence seeking references (requests and responses, including those from potential referees who declined.

**F-d. Referee Letter (Last name of referee), Referee Letter** - All referee letters of evaluation received, organized alphabetically by referee surname. Minimum of seven letters from outside Yale.

**G. Principal mode of publication, Publication mode** - A statement describing the principal mode of publication in the candidate’s field, for example journal articles, monographs, and/or conference proceedings. For those disciplines where principal publications are journal articles or conference proceedings, please list those that are the most highly regarded in the candidate’s subfield.