

## Non-Tenure Track (NTT) Electronic Folder Checklist

*This checklist provides an overview of the various documents that go into a candidate dossier/folder (as applicable) in preparation for Provost-level review. For more information, please [visit the NTT website](#).*

**NTT GUIDELINES** – Document type in SharePoint is #12 – see figure 1 below

- College NTT guidelines provided to NTT [promotion eligible](#) (current guidelines)
- Department NTT guidelines provided to NTT [promotion eligible](#) (current guidelines)

**INTERNAL ADMINISTRATIVE LETTERS (College)** – Dean and College Review – Document type in SharePoint is #8 – see figure 1 below

- Completed Checklist
- Dean recommendation letter
- College Committee recommendation letter
- Negative Recommendations Only – Include the above items along with the Dean, and/or College Committee reconsideration response letters and candidate's reconsideration materials.

**INTERNAL ADMINISTRATIVE LETTERS (Department)** - Department Chair and Department Review (if applicable) – document type in SharePoint is #7 – see figure 1 below

- Completed Checklist
- Department Chair recommendation letter
- Department Committee recommendation letter
- Negative Recommendations Only – Include the above items along with the Dean, College Committee, Department Chairs, and/or Department Committee's reconsideration response letters and candidate's reconsideration materials.

**APPOINTMENT MATERIALS** – document type in SharePoint is #5 – see figure 1 below

- Completed Checklist
- UH Initial letter of appointment (for candidates up for mandatory review) or promotion documentation (for candidates who are up for non-mandatory review)
- Annual performance/probationary reviews for all ranks (since hire date or last promotion date)
- Third year review (for candidate's up for mandatory review)
- Extension of NTT probationary period letter (if applicable)
- Other (if applicable)

**REVIEW LETTERS** – External and Internal reviews – document type in SharePoint is #6 – see figure 1 below

- Completed Checklist
- Description of the process used for the selection of external/internal reviewers including a list of the nominators of proposed reviewers
- Sample copy of request letters to reviewers
- One paragraph (1/2 page maximum) description of the qualifications of each reviewer (also include name, title, rank, position, institutional affiliation), disclosure of any prior relationship between the candidate and the reviewer (no CVs)
- Letters from reviewers

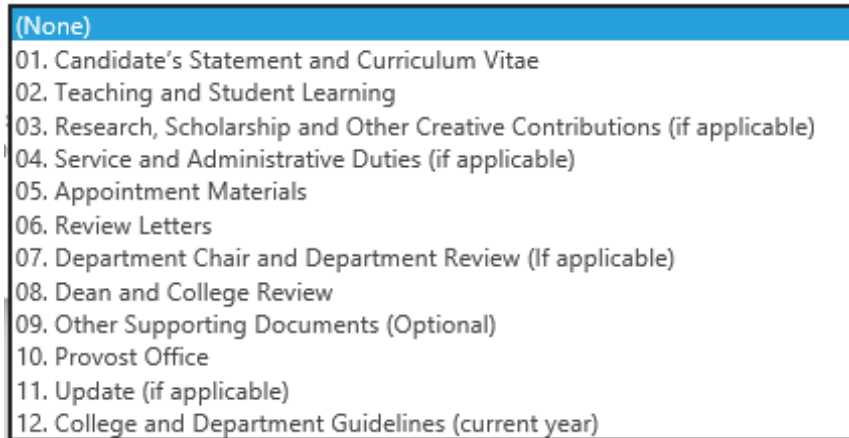
**CANDIDATE'S MATERIAL (Prior to the start of the review process, a candidate will have access only to the documents that he/she uploads)** – The last three items on the below list are as applicable to candidate's career track, the below documents are document types #1- 4 – see figure 1 below

- Candidate's Statement and Curriculum Vitae (#1)
- Teaching and Student Learning with a 1-page table of contents (#2)
- Research, Scholarship, and other Creative Contributions with a 1-page table of contents (#3)
- Service and Administrative Duties with a 1-page table of contents (#4)

## Information on uploading documents in SharePoint

When you upload your documents into the SharePoint site, you will see a pop up that has a "document type" drop down list. When you click it, you will see the below choices. Each NTT document will have one document type per dossier when finished with the exception of #9, #10, and #11, which are used on a case by case basis only.

Figure 1

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- A screenshot of a SharePoint document type dropdown menu. The menu is displayed as a list of options within a white box with a black border. The top option, "(None)", is highlighted with a blue background. The other options are listed in black text.
- (None)
  - 01. Candidate's Statement and Curriculum Vitae
  - 02. Teaching and Student Learning
  - 03. Research, Scholarship and Other Creative Contributions (if applicable)
  - 04. Service and Administrative Duties (if applicable)
  - 05. Appointment Materials
  - 06. Review Letters
  - 07. Department Chair and Department Review (If applicable)
  - 08. Dean and College Review
  - 09. Other Supporting Documents (Optional)
  - 10. Provost Office
  - 11. Update (if applicable)
  - 12. College and Department Guidelines (current year)