Format of Summer Submission of Materials for
the Committee of Six
Fall 2021

- All of the materials submitted for the summer review, other than published and unpublished books, are needed in both printed and electronic form (in OCR format). Printed materials should be submitted in one binder or set of binders. These will become the archival copy. Please format the binder(s) as described in the table of contents template. While we do not require electronic copies of published books and unpublished book manuscripts, they are helpful to have if available.

- We require ten (hard) copies of books and unpublished manuscripts. Due to the pandemic, departments may need to mail books and manuscripts to the Committee of Six and tenured members of the department, as well as to the external reviewers.

- Please submit all electronic materials to Pam in the provost’s office by Thursday, July 1, 2021. A template to guide the submission of electronic materials will be provided. Regarding the card copies of the printed materials, we will be in touch about the schedule of submission.

- Note that, with the exception of the candidate’s CV, materials submitted by July 1, 2021, do not need to be resubmitted with the candidate’s full dossier in the fall.

- Well in advance of the July 1, 2021 deadline, the department should solicit a ranked list of up to eight suggested outside reviewers from the candidate (ten in the case of joint appointments). See the provost’s letter to the chair for more information.
  *Please work with the candidate to create a schedule for the submission of this and other materials to the department.

Please submit the following by Thursday, July 1, 2021.

1. The candidate’s current CV (a preliminary CV was due to departments on March 15; candidates may provide departments with a final CV which will be sent to the reviewers by July 1). Please refer to the provost’s letter to the chair for a complete list of requirements.

2. The candidate’s optional letter (if there is one) to the external reviewers.

3. The master list of the candidate’s scholarly and creative work.

Titles of published books and book manuscripts must be included on the master list. Please number each individual item and use a corresponding number when providing PDFs. Assign each PDF a number that corresponds with the number that is used in the master list of scholarly and creative work. Keep the name of the PDF as short as possible. Candidates are responsible for providing these materials to the department.
4. The candidate’s scholarly and creative work that will be considered as part of the tenure case (no scholarship may be added to, or subtracted from, the tenure dossier from this point forward). Candidates are responsible for providing these materials.

As noted above, all scholarship other than published books and book manuscripts must be submitted in both printed and electronic form. If books and manuscripts are available in an electronic form, please submit them.

As noted above, we require ten (hard) copies of books and unpublished manuscripts. Please note that the provost’s office will pay for the copies of books for the reviewers and the Committee of Six. The department pays for departmental copies.

5. If available, the department’s characterization of the journals in which, or the press by which, the work was published. The candidate should not be asked to generate this document. If this is not submitted by July 1, 2021, it must be included in the candidate’s final dossier to be submitted by October 1. This document is NOT provided to the external reviewers.

6. The provost’s office will advise the department by July 7 when materials can be sent to external reviewers.