**CHECKLIST for**

**Expedited Review Department/Unit and School/College**

PROCESS

Department/Unit: Initial Review

* Review: CV/application letter
* Fill out dept unit vote report form and
* email dept/unit vote report **to dean and to** [vpaa@uoregon.edu](mailto:vpaa@uoregon.edu)

Dean: Review and Referral

* Review: CV and dept/unit faculty vote
* Email decision to [vpaa@uoregon.edu](mailto:vpaa@uoregon.edu).

Collection of Dossier Materials by the Home Department

* Home department should collect the materials.
* Send dossier (see list below) to [vpaa@uoregon.edu](mailto:vpaa@uoregon.edu)

ITEMS NEEDED

Dossier items for OtP and Expedited Tenure Review Committee (ETRC) review:

Immediate priority:

* The candidate's signed and dated CV;
* The candidate's signed and dated statement (can be brief) or the candidate's application cover letter;
* A [signed and dated waiver letter](https://provost.uoregon.edu/waiver-statements) indicating the candidate's chosen waiver status for the expedited tenure review;
* A sample of relevant research materials chosen by the candidate to represent the candidate's scholarship, to send to external reviewers. These may be available online, allowing the candidate to simply provide links (thus, collecting pdfs may not be necessary).

Subsequent priority (ETRC, VPAA, and Provost will evaluate the case when the dossier is complete):

* Dept/unit vote report;
* Dean's decision for using the expedited process;
* A brief statement of expected duties at UO, noting any conditions of employment departing from the typical balance of teaching, research, and service;
* Teaching evaluations;
* Expedited tenure cases must have at least five external reviews.
  + Three of these external reviews may be letters from the candidate's application process.
  + The other external reviews can be in letter format or completed via phone call, Zoom call, etc. These external reviewers are obtained by the ETRC, not the department.
* Send the completed dossier to the Office of the Provost ([vpaa@uoregon.edu](mailto:vpaa@uoregon.edu)).

Department/Unit: Final Approval

For candidates who are full professors, this step can be skipped if it was waived by the dept/unit at their initial review.

* Review: full dossier (from VPAA)
* Send: second dept/unit vote (5 business days after receiving the materials above) to the VPAA. Notify VPAA and ETRC of changing decision to run expedited review.