DATE:

PROMOTION AND/OR TENURE CHECK LIST

CANDIDATE:	CURRENT RANK:		
Promotion to:	UA CBA applies to this position: \square YES NO UNKNOW		
SCHOOL/COLLEGE:	Dean:		
Department:	DEPARTMENT HEAD:		
Required Promotion &	Tenure File Items		
Promotion & Tenure Criteria Dean's Evaluation School/College Personnel Committee Recommendation Department Head's Evaluation Department Committee Recommendation Letters of Evaluation	☐ Vita ☐ Candidate's Statement ☐ Statement of Waiver or Non-waiver ☐ Duties and Responsibilities ☐ Conditions of Appointment ☐ Teaching Evaluations		
Outside Letters Date Proposed by	Inside Letters Date Proposed by		
REQUESTED BY DEPARTMENT: (INCLUDE DECLINATIONS)	Requested Received Candidate REQUESTED BY DEPARTMENT:		
	REQUESTED BY DEAN:		
REQUESTED BY DEAN:	LETTERS NOT SOLICITED BY DEPARTMENT OR DEAN:		
	BETTERO NOT COLICITED BY BETTER NAME OF BETTER		
LETTERS NOT SOLICITED BY DEPARTMENT OR DEAN:			
Supplemental Materials (Include in Separate file(s)) Supplementary Teaching Evaluation Data (comment if wish:) Teaching Portfolio and Service Portfolio (comment if wish:) Supporting documents and materials of Scholarship, Evidence of			
activities (Publications, Reprints, Reviews, Papers, Performance, etc.)			

Please provide a table of contents at the front of each supplemental notebook, binder, Pendaflex, box, or other container.

Voting Summary

	<u>Yes</u>	No	<u>Abstain</u>
Department Summary			
Total Faculty:			
Tenured Faculty:			
College or School Com	<u>mittee</u>		
Total Membership:			
Tenured Faculty:			
Dean's Committee:			
Comments may be ente	red in the follov	ving area:	

Unit's P&T Criteria

Dean's Evaluation

Personnel Committee Report

Dept. Head's Evaluation

Department Committee Report

Evaluation Letters

Contents for Evaluation Letters Section

(Please provide these materials in the order indicated.)

Communications with External Reviewers (one example of each)
Initial Inquiry
Official Request to Review
Other
List of Materials Sent to Reviewers (must include candidate's personal statement and CV, P&T criteria document, and scholarship portfolio)
Biographical Sketches of Reviewers (include name, title, and institution; brief comments establishing standing in field; explicit comments on any relationship with the candidate (or note "no known relationship")
External Review Letters
Internal Review Letters
Declinations to Review

Vitae

Candidate's Statement

Letter of Waiver

Statement of Duties

Conditions of Appointment

Teaching Evaluations

TTF Checklist for Teaching

Please include this checklist at the front of the Teaching section of the primary file.

List on one sheet in the *primary file* all courses taught, including term and enrollment, and instructor and department mean scores for the required questions from the course evaluation report.

List in the *primary file* any teaching awards, including departmental awards, school or college awards, or university awards.

List in the *primary file* all supervised dissertations, theses, and undergraduate honors papers.

Quantitative student evaluations:

Include all evaluated courses since first appointment or last promotion.

Include in the *primary file* a statistical summary page for each course with relevant comparative data.

Include in the *supplementary file* the full course evaluation data for each course. Include all <u>signed</u> student comments in the supplementary file.

Peer evaluations of teaching:

Include in the *primary file* peer evaluations, based on classroom visitations.

Required – Teaching Portfolio

Include in the *supplementary file* the Teaching Portfolio. While it is not required, it is increasingly common practice for the candidate to assemble a teaching portfolio to document his or her creative efforts in instruction. Such portfolios have commonly included sample course materials, e.g., syllabi, exams, homework assignments, and the like. More elaborate portfolios have been submitted that include websites developed for courses and other more complex presentations of teaching efforts and innovations.