

Voting Summary

Yes

No

Abstain

Department Summary

Total Faculty: _____

Tenured Faculty: _____

College or School Committee

Total Membership: _____

Tenured Faculty: _____

Dean's Committee: _____

Comments may be entered in the following 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 signed 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.