

NTTF PROMOTION CHECK LIST

CANDIDATE: _____ UO ID: 95 _____

CURRENT RANK: _____ PROMOTION TO: _____

SCHOOL/COLLEGE: _____ DEAN/VICE PRESIDENT: _____

DEPARTMENT/UNIT: _____ DEPARTMENT HEAD/DIRECTOR: _____

UA CBA applies to this position: YES NO

Promotion File Items

(check only those that apply and included in file)

- | | |
|---|---|
| <input type="checkbox"/> Promotion Eligibility Worksheet
<input type="checkbox"/> Voting summary
<input type="checkbox"/> Evaluation & Promotion Criteria
<input type="checkbox"/> Dean / Vice President Evaluation
<input type="checkbox"/> Department Head / Unit Director Eval & Recommendation
<input type="checkbox"/> Department or Unit Committee Recommendation
<input type="checkbox"/> Supervisor (if not Dept/Unit Head) Eval & Recommendation
<input type="checkbox"/> External / Internal Letters of Evaluation (if required) | <input type="checkbox"/> Duties & Responsibilities (position description)
<input type="checkbox"/> Conditions of Appointment (current contract)
<input type="checkbox"/> Statement of Waiver or Non-waiver
<input type="checkbox"/> Vita (signed and dated)
<input type="checkbox"/> Candidate's Statement (signed and dated)
<input type="checkbox"/> Professional Activities & Service
<input type="checkbox"/> Scholarship/ Research/ Creative Activity
<input type="checkbox"/> Teaching Evaluations |
|---|---|

Internal Evaluations

Name of Reviewer	Date Requested	Date Received	Proposed by Candidate
REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS)			
REQUESTED BY DEAN/VICE PRESIDENT:			
LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES:			

External Evaluations

Name of Reviewer	Date Requested	Date Received	Proposed by Candidate
REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS)			
REQUESTED BY DEAN/VICE PRESIDENT:			
LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES:			

Supplemental Materials (as appropriate; indicate which are provided) *(Include in separate digital file(s).)*

- Supplementary Teaching Evaluation Data (comments:) _____
- Scholarship/Research/Creative Activities Portfolio (comments:) _____
- Teaching Portfolio (comments:) _____
- Service Portfolio (comments:) _____
- Professional Activities Portfolio (comments:) _____

Please provide a table of contents at the front of each supplemental file or use check list provided in digital file. Please refer to the Academic Affairs website for guidance on preparing NTTF promotion files. Refer also to Article 19 of the Collective Bargaining Agreement (CBA) for descriptions of the portfolios.

Voting Summary

Yes

No

Abstain

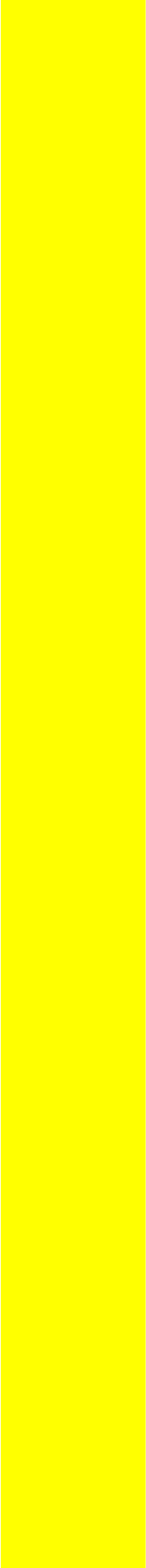
School/College/Center FPC:

Department/Unit Committee:

Number of eligible voters:

Comments:

Unit's NTTF Evaluation & Promotion Criteria



Dean's *or* Vice President's
or Vice Provost's Evaluation
and Recommendation

Department *or* Unit Head
or Center Director's
Evaluation and
Recommendation

Department or Unit Committee
Evaluation and Recommendation
and/or
School/College Committee
Evaluation and Recommendation

(as applicable)

Supervisor Letter of Evaluation
and/or
Internal/External Reviewer
Letters of Evaluation

(if applicable)

Duties and Responsibilities & Conditions of Appointment

Statement of Waiver
or
Non-Waiver

(signed and dated)

Curriculum Vitae

(signed and dated)

Candidate's Personal Statement

(signed and dated)

Professional Activities and Service

(if applicable)

NTTF Checklist for Service and Professional Activities

Please include this checklist at the front of the Service and Professional Activities section of the primary file.

Service:

Check if not applicable.

List in the primary file any service contributions to his or her academic department, center or institute, school or college, university, profession, and the community, such as op-ed pieces, white papers authored or co-authored by the faculty member.

List or summarize in the primary file all commendations, awards, or letters of appreciation since first appointment or last promotion.

Optional: Include in supplementary file the Service Portfolio including a comprehensive portfolio of service activity; and appropriate recognition or impact. More elaborate portfolios have been submitted that include website links and other more complex presentations of service efforts.

Professional Activities:

Check if not applicable.

List or summarize in the primary file all professional or consulting activities related to the faculty member's discipline since first appointment or last promotion.

Optional: Include in supplementary file the Professional Activities Portfolio including a comprehensive portfolio of professional or consulting activities related to the faculty member's discipline. More elaborate portfolios have been submitted that include website links and other more complex presentations of professional activities.

Scholarship, Research, and Creative Activity

(if applicable)

NTTF Checklist for Scholarship, Research, and Creative Activity

Please include this checklist at the front of the "Scholarship, Research, and Creative Activity" section of the primary file.

Check if not applicable.

List in the primary file any awards, including departmental awards, school or college awards, or university awards for scholarship, research, or creative activity. Summarize any evidence of national or international recognition or impact.

List or summarize in the primary file all research or creative activities since first appointment or last promotion.

Include in supplementary file the Scholarship Portfolio including a comprehensive portfolio of scholarship, research and creative activity; and appropriate evidence of national or international recognition or impact. More elaborate portfolios have been submitted that include websites developed and other more complex presentations of research efforts and innovations.

Teaching Courses, Awards, and Teaching Evaluations

(if applicable)

NTTF Checklist for Teaching

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

Check if not applicable. (no need for further action on this checklist)

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

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.

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.

Optional – Teaching Portfolio

Include in 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.