

DATE:

PROMOTION AND/OR TENURE CHECK LIST

CANDIDATE:
PROMOTION TO:
SCHOOL/COLLEGE:
DEPARTMENT:

CURRENT RANK:
UA CBA applies to this position: YES NO UNKNOWN
DEAN:
DEPARTMENT HEAD:

Required Promotion & Tenure File Items

- Checkboxes for 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.

Table with 4 columns: Outside Letters, Date Requested, Date Received, Proposed by Candidate. Includes sections for Department, Dean, and unsolicited letters.

Table with 4 columns: Inside Letters, Date Requested, Date Received, Proposed by Candidate. Includes sections for Department, Dean, and unsolicited letters.

Supplemental Materials (Include in Separate file(s))

- Checkboxes for Supplementary Teaching Evaluation Data, Teaching Portfolio and Service Portfolio, Supporting documents and materials of Scholarship, Evidence of Professional Activities, Evidence of Equity and Inclusion activities.

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

## 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.

Optional – 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.