

TTF Promotion and Tenure Checklist

DATE:

CANDIDATE:

SCHOOL/COLLEGE:

DEPARTMENT/UNIT:

DEAN:

DEPARTMENT/UNIT HEAD:

Position is in the bargaining unit

Position is not in the bargaining unit

Required Items for Dossier:

Voting Summary

Department or Unit Midterm
Review Criteria

Dean's Evaluation

School or College Personnel
Committee Report and
Recommendation

Department or Unit Head's
Evaluation and Recommendation

Department or Unit Personnel
Committee Report

Checklist for External Letters of
Evaluation

Curriculum Vitae

Awards

Candidate Statement

Scholarship or Creative Activity
Portfolio

Teaching Portfolio

Teaching Overview Report from
Cognos

Teaching Detail Report (E-SES)

Instructor Reflection Report
(OPTIONAL)

Peer Reviews of Teaching

Student Mentorship

Service Portfolio (OPTIONAL)

DEI Portfolio (OPTIONAL)

Letter of Waiver: Full, Partial, Non-
Waiver

Statement of Duties

Conditions of Appointment

[illegible]

[illegible]

Voting Summary

	Number of eligible voters	Yes	No	Abstain	Recuse	Did not participate
School/College/Center FPC						
Department/Unit Committee						

*All eligible voters are expected to participate. Abstain indicates inability to vote; recuse indicates conflict of interest; not participating indicates an eligible voter who is not abstaining, recusing, or voting. Explain all abstains and recuses in the Comments section below.

Comments:

REQUIRED

Department or Unit Promotion and Tenure Criteria

- Department/Unit Policies
- Election of criteria, if applicable

REQUIRED

Dean's Evaluation

- Brief summary of school/college process, evaluation, and independent recommendation. Please do not repeat other reports.
- 3-page/900-word limit
- Signed and dated (digital or physical)

REQUIRED

School or College Personnel Committee Report and Recommendation

- 3-page/900-word limit
- Signed and dated (digital or physical)

REQUIRED

Department or Unit Head's Evaluation and Recommendation

- Summary of unit process, evaluation, and independent recommendation. Please do not repeat other reports.
- 3-page/900-word limit
- Signed and dated by all committee members (digital or physical)

REQUIRED

Department or Unit Personnel Committee Report

- 3-page/900-word limit
- Signed and dated by all committee members (digital or physical)

REQUIRED

Checklist for External Letters of Evaluation

Provide these materials in the order indicated

- Communications with external reviewers (one example of each)
- Templated “Initial Informal Inquiry”
- Templated “Official Request to Review”
- Templated “Thank You Email/Letter”
- List of materials sent to reviewers must include:
 - Candidate’s signed and dated candidate statement
 - Candidate’s signed and dated CV
 - Department or unit promotion and tenure policy
 - Scholarship or creative activity portfolio with titles of each item in a cover page
- Biographical sketches of reviewers
 - Must include name, title, and institution; brief comments establishing standing in the field; whether or not proposed by the candidate. Include explicit comments on relationship to the candidate.
- External evaluation letters
- Internal evaluation letters
- Declinations to review

REQUIRED
Curriculum Vitae

A comprehensive and current curriculum vitae

Please review the Office of the Provost's CV template

- Clearly differentiate between accomplishments that occurred during the review period and those that did not by using highlighted yellow.
- Identify whether publications are peer reviewed or not peer reviewed.
- Signed and dated (digital or physical)

Academic disciplines differ in their approach to authorship listing conventions. For the benefit of dossier readers, please explain the convention of the candidate's scholarship/creative discipline. Examples include:

- Authors listed by effort, with highest effort author first and proceeding linearly
- Authors listed alphabetically
- It's complicated, explanation included.

REQUIRED

Awards (if applicable)

If no awards, please leave blank

Awards should identify applicable information including the granting organization (internal/external), title, duration of award period, and amount, if carrying a monetary component

- Teaching awards
- Research awards
- Service/Administration awards
- Other awards

REQUIRED

Candidate Statement

The statement should expressly address the subjects of teaching, scholarship/creative activity; service contributions to the academic department/unit, center/institute, school/college, university, professional, and the community; and contributions to diversity, equity, and inclusion.

- Must not exceed 3-6 pages
- Signed and dated (digital or physical)

REQUIRED

Scholarship or Creative Activity Portfolio

REQUIRED
Teaching Portfolio

REQUIRED

Teaching Overview Report from Cognos

REQUIRED

Teaching Detail Report (E-SES)

OPTIONAL
Instructor Reflection Report

REQUIRED

Peer Reviews of Teaching

- Minimum of three, one during each of the three years preceding the faculty member's tenure review
- Signed and dated by reviewer and candidate (digital or physical)

REQUIRED

Student Mentorship

- List all advisees at UO and external
 - PhD advisees
 - Master's thesis advisees
 - Postdoctoral scholar advisees
 - Undergraduate honors advisees
 - Other
- Include date, name, and title of the project supervised (if applicable)

OPTIONAL
Service Portfolio

OPTIONAL
Contributions to DEI Portfolio

REQUIRED

Letter of Waiver: Full, Partial, or Non-Waiver

- Signed and dated (digital or physical)
- Indicate which waiver the candidate selected
 - Full
 - Partial
 - Non-Waiver
- Be careful to note correct waiver in correspondence with all external reviewers

REQUIRED

Statement of Duties

- TTF Professional Duties policy that applies to this position

REQUIRED

Conditions of Appointment

- Include original offer letter, addendum, tenure-clock extensions, and any position MOUs