

## PROMOTION AND/OR TENURE CHECKLIST

 DATE: 

CANDIDATE: \_\_\_\_\_

PROMOTION TO: \_\_\_\_\_

SCHOOL/COLLEGE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

CURRENT RANK: \_\_\_\_\_

UA CBA applies to this position: \_\_\_\_\_

DEAN: \_\_\_\_\_

DEPARTMENT HEAD: \_\_\_\_\_

**Required Promotion & Tenure File Items**

- Unit Promotion & Tenure Criteria
- Dean's Evaluation
- School/College Personnel Committee
- Recommendation Department Head's Evaluation
- Department Committee Recommendation
- External letters of Evaluation
- Curriculum Vitae

- Candidate's Statement, Including Statement About Equity and Inclusion
- Letter of Waiver: Full, Partial, or Non-Waiver
- Statement of Duties
- Conditions of Appointment
- Evaluations of Teaching

External Letters	Date Requested	Date Received	Proposed by Candidate
REQUESTED BY DEPARTMENT: (INCLUDE DECLINATIONS)			
REQUESTED BY DEAN:			
LETTERS NOT SOLICITED BY DEPARTMENT OR DEAN:			

Internal Letters	Date Requested	Date Received	Proposed by Candidate
REQUESTED BY DEPARTMENT:			
REQUESTED BY DEAN:			
LETTERS NOT SOLICITED BY DEPARTMENT OR DEAN:			

**Supplemental Materials** (Included in Separate Supplementary file)

- Supplementary Teaching Evaluation Materials not included in Primary File
- Scholarship Portfolio
- Teaching Portfolio

- Service Portfolio, as available
- Equity and Inclusion Portfolio, as available
- Other Materials Provided by the Candidate

Voting Summary

Yes

No

Abstain

Unit/Department Summary

Total Faculty: \_\_\_\_\_

Tenured Faculty: \_\_\_\_\_

Unit/Department Personnel  
Committee

Total Faculty: \_\_\_\_\_

Tenured Faculty: \_\_\_\_\_

College/ School Personnel Committee

Total Membership: \_\_\_\_\_

Tenured Faculty: \_\_\_\_\_

Comments may be entered in the following area:

# Unit Promotion & Tenure Criteria

# Dean's Evaluation

# School or College Personnel Committee Report

# Department or Unit Head's Evaluation

# Department or Unit Personnel Committee Report

# External Evaluation Letters



## **Contents for External Evaluation Letters Section**

(Please provide these materials in the order indicated.)

Communications with External Reviewers (*one* example of each)

Initial Informal Inquiry

Official Request to Review

Other

List of Materials Sent to Reviewers: Must include candidate's personal statement and CV, unit P&T policy, and scholarship portfolio)

Biographical Sketches of Reviewers. Must include name, title, and institution; brief comments establishing standing in field; whether or not proposed by the candidate. Please include explicit comments on any relationship with the candidate, or note "no known relationship."

External Evaluation Letters

Internal Evaluation Letters

Declinations to Review

# Curriculum Vitae

# Candidate's Statement, Including Statement About Equity and Inclusion

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

# Statement of Duties

# Conditions of Appointment

# Evaluations of Teaching

## TTF Checklist for Teaching

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

### Summary materials

- Include in the **primary file** the "Teaching Overview Report" from Cognos. This report includes all courses taught during the review period and summary data from numerical student evaluations and Student Experience Surveys.
- Include in the **primary file a list of** any teaching awards, including departmental awards, school or college awards, or university awards.
- Include in the **primary file a list of** all supervised dissertations, theses, and undergraduate honors papers.

### Quantitative student evaluations, drawn from the system of student evaluation of teaching in effect prior to Fall 2019

- Include in the **primary file** 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

*Note: Please see below for items to include in the supplementary file.*

### Peer teaching evaluations

- Include in the **primary file** peer evaluations, based on classroom visits and review of course materials. There should be a minimum of three peer teaching evaluations.

### Note about items to include in the Supplementary File

- Include in the **supplementary file** the full course evaluation data for each course. Include all signed student comments drawn from the system of student evaluation of teaching in effect before Fall 2019. These are available from CollegeNET.
- Include in the **supplementary file** the "Teaching Detail Report (IR and ESES)" from Cognos. This report includes Instructor Reflections and end-of-course Student Experience Survey results from all courses, drawn from the system in effect as of Fall 2019.
- Include in the **supplementary file** the candidate's Teaching Portfolio. It is increasingly common practice for the candidate to assemble a teaching portfolio to document creative efforts in instruction. Such portfolios typically include sample course materials, e.g., syllabi, exams, homework assignments. More elaborate portfolios include websites developed for courses and other more complex presentations of teaching efforts and innovations.