

PROMOTION AND/OR TENURE CHECKLIST

DATE:

CANDIDATE: _____

CURRENT RANK: _____

PROMOTION TO: _____

UA CBA applies to this position:

SCHOOL/COLLEGE: _____

DEAN: _____

DEPARTMENT: _____

DEPARTMENT HEAD: _____

Required Promotion & Tenure File Items

Voting Summary
Unit Promotion & Tenure Criteria
Dean’s Evaluation
School/College Personnel Committee Recommendation
Department Head’s Evaluation
Department Committee Recommendation
Checklist for External Letters of Evaluation

Curriculum Vitae
Candidate’s Statement, Including Statement About Equity and Inclusion
Checklist for Teaching Materials
Letter of Waiver: Full, Partial, or Non-Waiver
Statement of Duties
Conditions of Appointment

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:			

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

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

External Evaluation Letters

Curriculum Vitae

Candidate's Statement, Including Statement About Equity and Inclusion

Checklist for Teaching Materials

Required Materials for the Primary File:

- ☐ **Teaching Overview Report** from Cognos. This report includes a list of all courses taught during the review period, summary data from numerical student Course Evaluations (2008-2019) and summary data from Student Experience Surveys (Fall 2019-present).

Teaching Awards: List of any teaching awards, including departmental awards, school or college awards, or university awards.

Student Mentorship: List of all supervised dissertations, theses, and undergraduate honors papers.

Peer Review of Teaching: minimum of three, one from each of the three previous years.

Additional teaching materials are included in the Supplementary Materials file

Teaching Overview Report (Cognos)

This report includes a list of all courses taught during the review period, summary data from numerical student Course Evaluations (2008-2019) and summary data from Student Experience Surveys (Fall 2019-present).

Teaching Awards

List of any teaching awards, including departmental awards, school or college awards, or university awards. (If none, please indicate)

Student Mentorship

List of all supervised dissertations,
theses, and undergraduate honors
papers

Peer Review of Teaching

Minimum of three, one from each of the
three previous years

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

Statement of Duties

Conditions of Appointment