

CHECKLIST
For Tenure, Promotion, Reappointment

NAME _____ BEING CONSIDERED FOR _____

DEPARTMENT _____

- _____ 1. Departmental Recommendation Summary
- _____ 2. Curriculum Vitae
- _____ 3. Activities and Service Summaries (for all years prior to recommendation)
- _____ 4. Record(s) of Associate Professor Conversation(s) – for promotion only
- _____ 5. Summaries of Annual Conversations with chair (for reappointment and tenure cases), and, where applicable, candidate's written response to Summary (for all years prior to recommendation). Should be signed by all in attendance.
- _____ 6. Department Recommendation
- _____ 7. Copy of letter to candidate reporting department recommendation (**for reappointment cases**)
- _____ 8. Statement from the candidate (optional for reappointment and promotion)
- _____ 9. Letter requested by department chair requesting outside evaluation (optional for reappointment)

Requested from:

- _____ 10. Biographical information on evaluators
- _____ 11. Letters from evaluators (in order of #8)
- _____ 12. Letters from department/program committee members (optional)
- _____ 13. Letters from students (optional)
- _____ 14. Other _____

STUDENT EVALUATIONS OF FACULTY TEACHING WILL BE PROVIDED BY THE OFFICE OF THE DEAN OF FACULTY.