

Full Name:

Title: _____

Unit: _____

Department: _____

Year: _____

Review Type: _____

(Insert 4th Year/Pre-Tenure, Promotion & Tenure, Promotion Only,
Tenure Only, or Post-Tenure)

(4th Year/Promotion/Tenure/ Post-Tenure) Materials Checklist

Name: _____

Department: _____

Sections:

- _____ 1. Promotion/Tenure Checklist Form
- _____ 2. Summary of Recommendation Form
- _____ 3. Faculty Senate Approved Special Unit Criteria (*if applicable*)
- _____ 4. Promotion/Tenure Comprehensive Activities Report
- _____ 5. Self-Evaluation
- _____ 6. Peer, Student and External Evaluations (Please use colored paper or tabs to separate):
 - _____ Past evaluations.
 - _____ Copies of workloads for period of review.
 - _____ Student evaluation (IAS& eXplorance Blue) summaries.
 - _____ Peer evaluation of teaching, if available.
 - _____ Examples of course syllabi.
 - _____ Examples/evidence of research/creative activities.
 - _____ Letters or other external evaluations you have received concerning your service activities
 - _____ Honors, citations and any other letters concerning your performance as a faculty member that you would like to include. Do not include here the letters requested by your dean or director; those go in Section 7.
 - _____ Letters of support; miscellaneous.
- _____ 7. a) Curriculum Vitae
- _____ b) External Review Letters (*if requested by your dean, director or designee for review*)
- _____ 8. Unit Peer Committee Recommendation
- _____ 9. Dean/Director Recommendation
- _____ 10. University-wide Faculty Review Committee Recommendation
- _____ 11. Provost Recommendation
- _____ 12. Chancellor Decision

Summary of Recommendation Form

**Faculty Senate Approved Special Unit
Criteria (*if applicable*)**

**Promotion/Tenure Comprehensive
Activities Report**

Self-Evaluation

Peer, Student and External Evaluations

Past Evaluations

Copies of Workloads for Period of Review

**Student Evaluation (IAS & eXplorance
Blue) Summaries**

Peer Evaluation of Teaching (if available)

Examples of Course Syllabi

Examples/Evidence of Research/Creative Activities

**Letters or Other External Evaluations You
Have Received Concerning Your Service
Activities**

**Honors, Citations and Any Other Letters
Concerning Your Performance as a Faculty
Member That You Would Like to Include.**

Do not include here the letters requested
by your dean or director; those go in
Section 7.

Letters of Support; Miscellaneous

a) Curriculum Vitae

***b) External Review Letters (if requested
by your dean, director or designee for
review)***

Unit Peer Committee Recommendation

4th Year/Promotion/Tenure/Post-Tenure Review

**CANDIDATE RESPONSE
to
UNIT-PEER COMMITTEE RECOMMENDATION**

Signature

Date

Printed Name

Use additional sheet(s) if necessary.

Dean/Director Recommendation

4th Year/Promotion/Tenure-/Post-Tenure Review

**CANDIDATE RESPONSE
to
DEAN/DIRECTOR RECOMMENDATION**

Signature

Date

Printed Name

Use additional sheet(s) if necessary.

**University-wide Faculty Review Committee
Recommendation**

4th Year/Promotion/Tenure/Post-Tenure Review

**CANDIDATE RESPONSE
to
UNIVERSITY-WIDE REVIEW COMMITTEE RECOMMENDATION**

Signature

Date

Printed Name

Use additional sheet(s) if necessary.

Provost Recommendation

4th Year/Promotion/Tenure/ Post-Tenure Review

**CANDIDATE RESPONSE
to
PROVOST'S RECOMMENDATION**

Signature

Date

Printed Name

Use additional sheet(s) if necessary.

Chancellor Decision