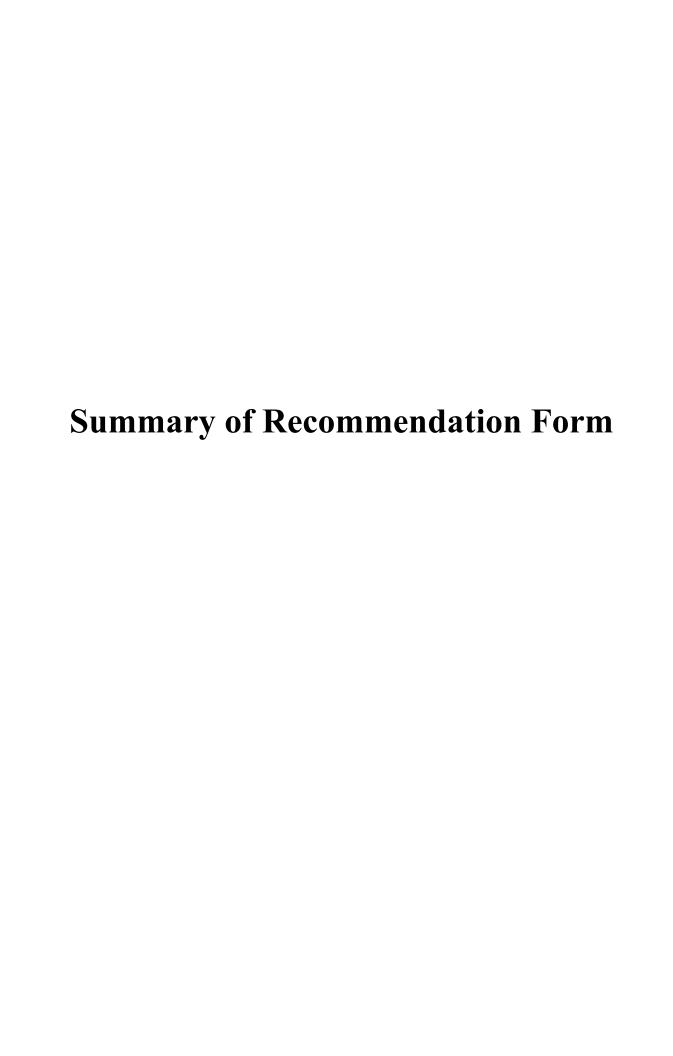
#### **Full Name:**

Faculty Title: ASSISTANT PROFESSOR
Unit:
Department:
Year:
Review Type: 4th Year/Pre-Tenure

#### 4th Year PRE-TENURE Materials Checklist

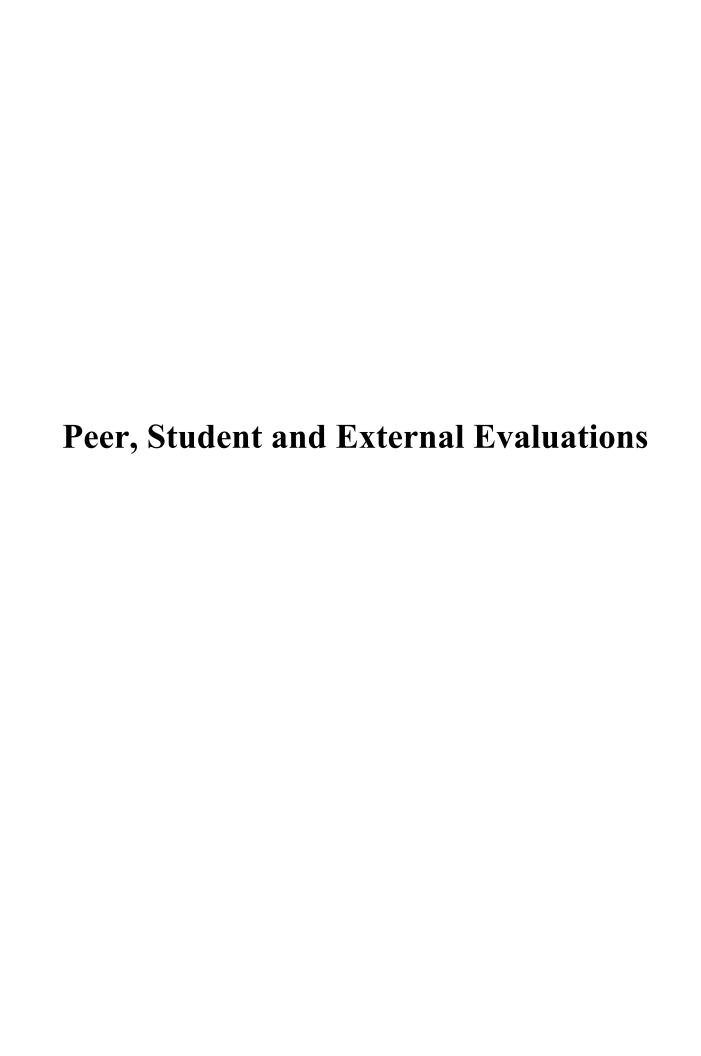
Name:	Department:
Sections:	
1.	4 <sup>th</sup> Year Pre-Tenure Checklist Form
2.	Summary of Recommendation Form
3.	Faculty Senate Approved Special Unit Criteria (if applicable)
4.	Promotion/Tenure Comprehensive Activities Report
5.	Self-Evaluation
6.	Peer, Student and External Evaluations (Please use colored paper or tabs to separate):  Past evaluations. *If applicable, include the MOA from UA LEE &  UNAC that granted extension to any request for delay/extensions of 4th year/pre-tenure.  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
8.	Unit Peer Committee Recommendation
9.	Dean/Director Recommendation
10.	University-wide Faculty Review Committee Recommendation
11.	Provost Recommendation (last level of review for 4 <sup>th</sup> year pre-tenure)
12. request)	Chancellor Decision (4th yr/pre-tenure: Chancellor review – only per candidate

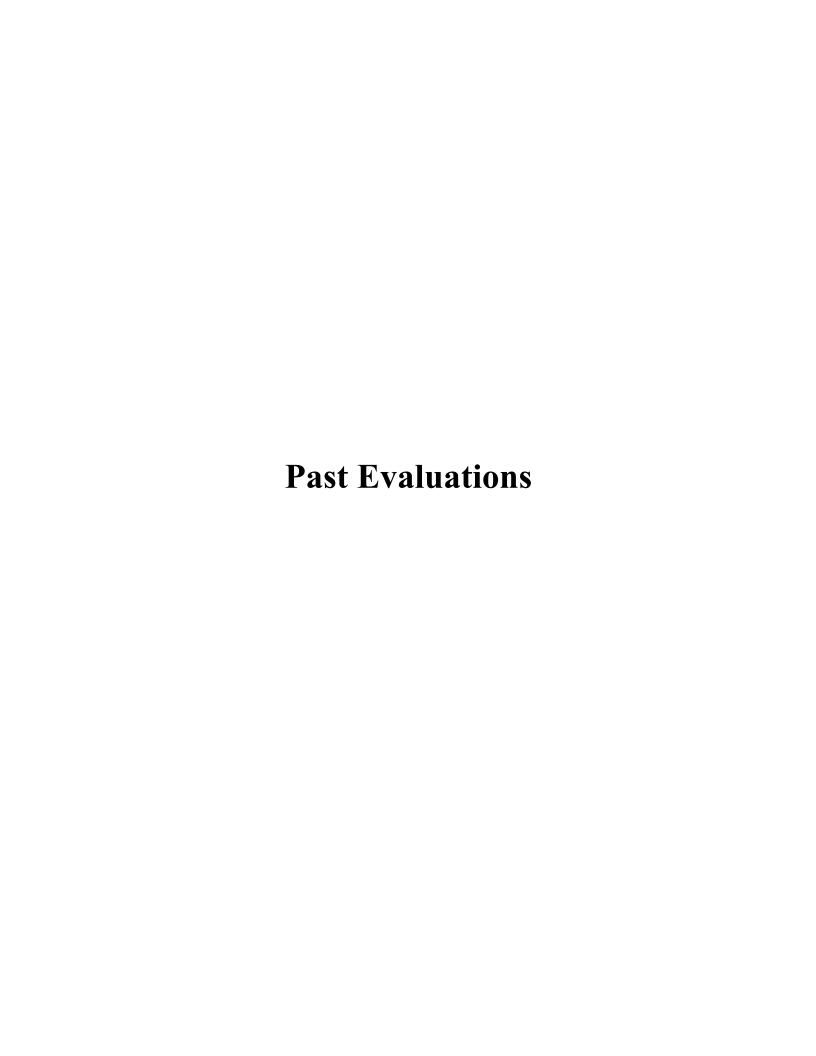


# Faculty Senate <u>Approved</u> Special Unit Criteria (*if applicable*)

### Promotion/Tenure Comprehensive Activities Report

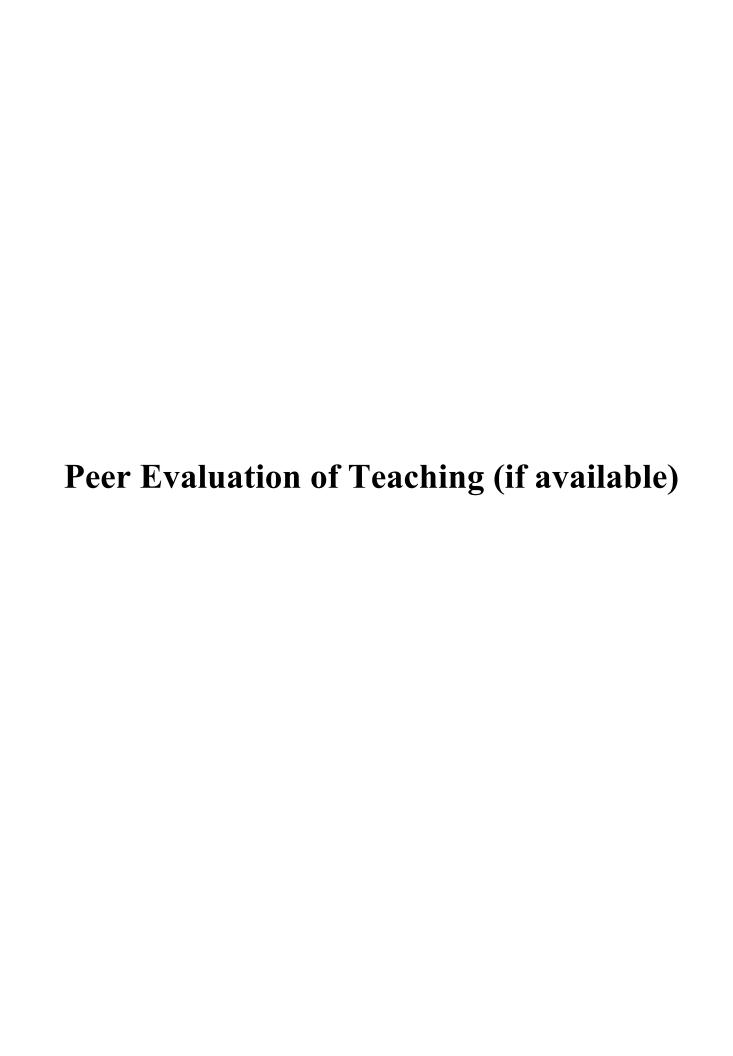


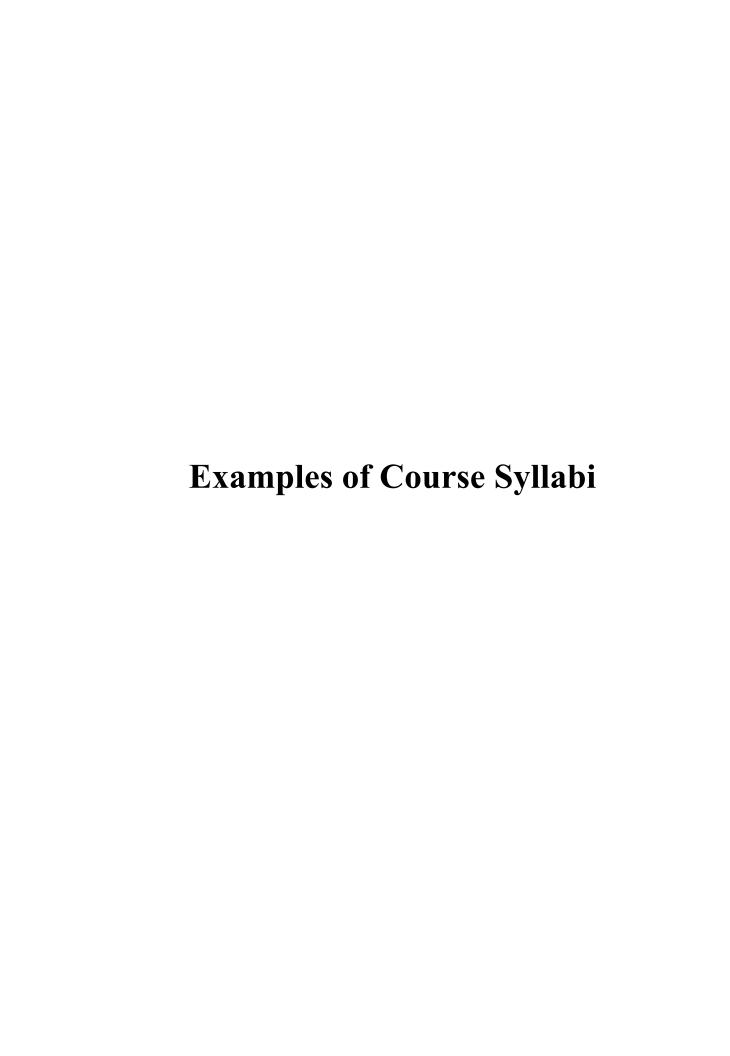




Copies of Workloads for Peri	od of Review

# Student Evaluation (IAS & eXplorance Blue) Summaries

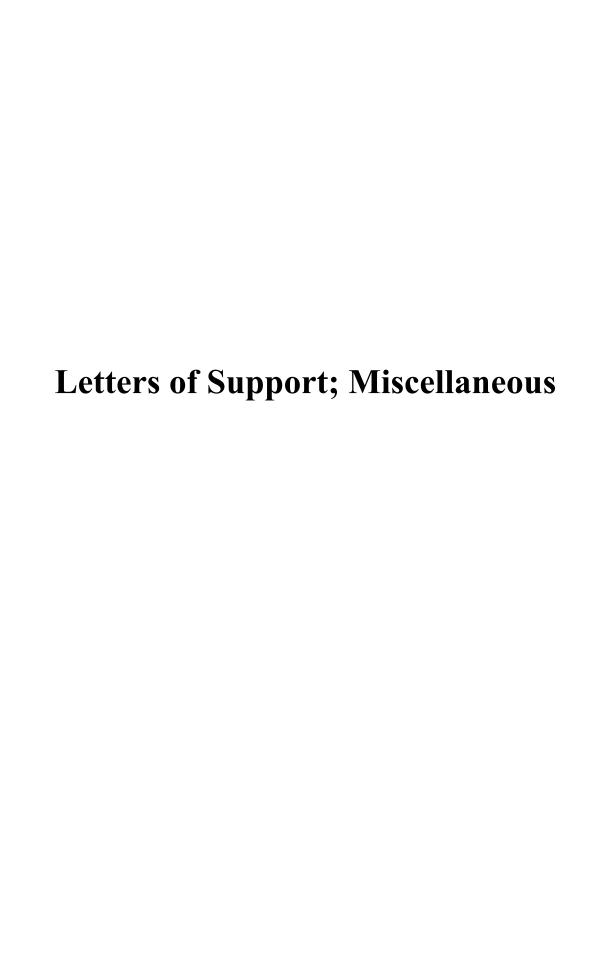




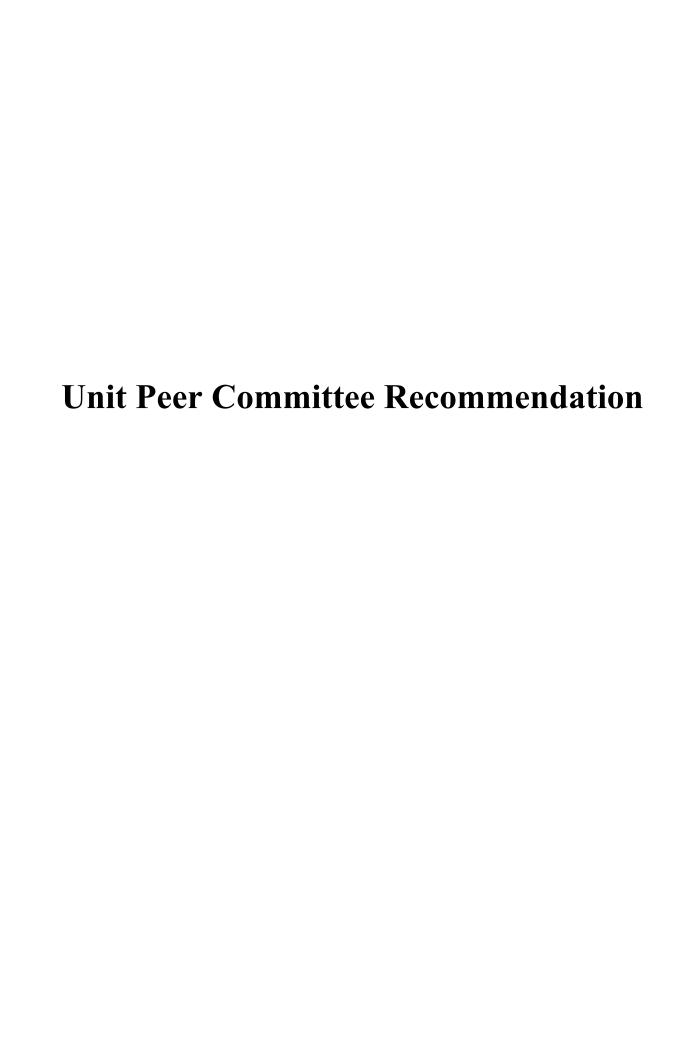
# **Examples/Evidence of Research/Creative**Activities

### 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.



a	) Curriculum Vitae	



# CANDIDATE RESPONSE to UNIT-PEER COMMITTEE RECOMMENDATION

### USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

#### MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.

	Printed Name	
	Signature Date	
Re:	Response to Unit-Peer Committee Recommendation On (type of review)	
Date:	(insert date)	
From:	(Insert Name)	
10:	Dean and/or Director	

Provide additional documents regarding publications if needed.

#### **Dean/Director Recommendation**

#### CANDIDATE RESPONSE to DEAN/DIRECTOR RECOMMENDATION

### USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

#### MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.

Use ad	Printed Name	
	Signature	Date
Re:	Response to Dean and/or Director	's Recommendation On (type of review)
Date:	(insert date)	
From:	(Insert Name)	
To:	University Wide Committee	

# **University-Wide Review Committee Recommendation**

# CANDIDATE RESPONSE to UNIVERSITY-WIDE REVIEW COMMITTEE RECOMMENDATION

### USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

#### MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.

То:	Provost and Executive Vice Chancellor Anupma Prakash	
From:	(Insert Name)	
Date:	(insert date)	
Re:	Response to University Wide Cor	nmittee Recommendation On 4 <sup>th</sup> Year/Pre-Tenure Review
	Signature	
	Printed Name	
Use ad	lditional sheet(s) if necessary.	

#### **Provost Recommendation**

\*4<sup>th</sup> Year Pre-Tenure: The file review ends at the Provost's level, unless the candidate requests by email to the Faculty Services Manager to have the file submit to the Chancellor for review.

### USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

#### MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.

10:	*Daniel M. White, Chancellor	
From:	(Insert Name)	
Date:	(insert date)	
Re:	Response to Provost and Executiv	e Vice Chancellor Recommendation On (type of review
	Signature	Date
Use ad	Printed Name  Iditional sheet(s) if necessary	

Per the CBA: 4<sup>th</sup> Year Pre-Tenure files Reviews end at the Provost's level. To be reviewed by the Chancellor, the candidate must send a request via email to the Faculty Services Manager.

#### Chancellor Decision