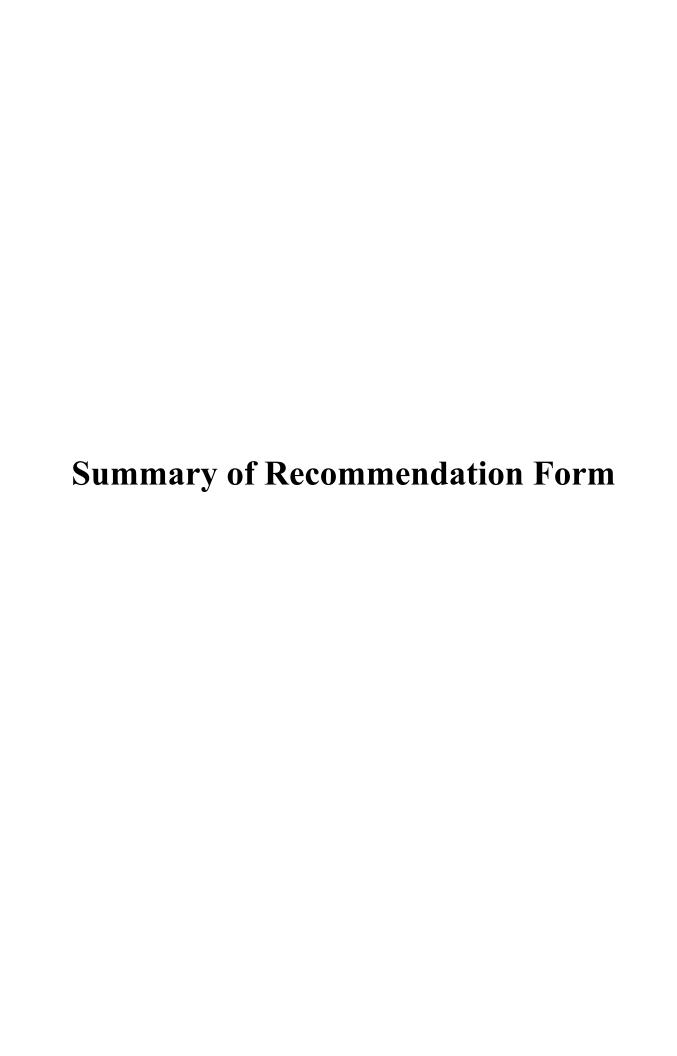
Full Name:

Faculty Title: ASSISTANT PROFESSOR
Unit: _____
Department: _____
Year: ____
Review Type: Promotion & Tenure

PROMOTION AND TENURE

Materials Checklist

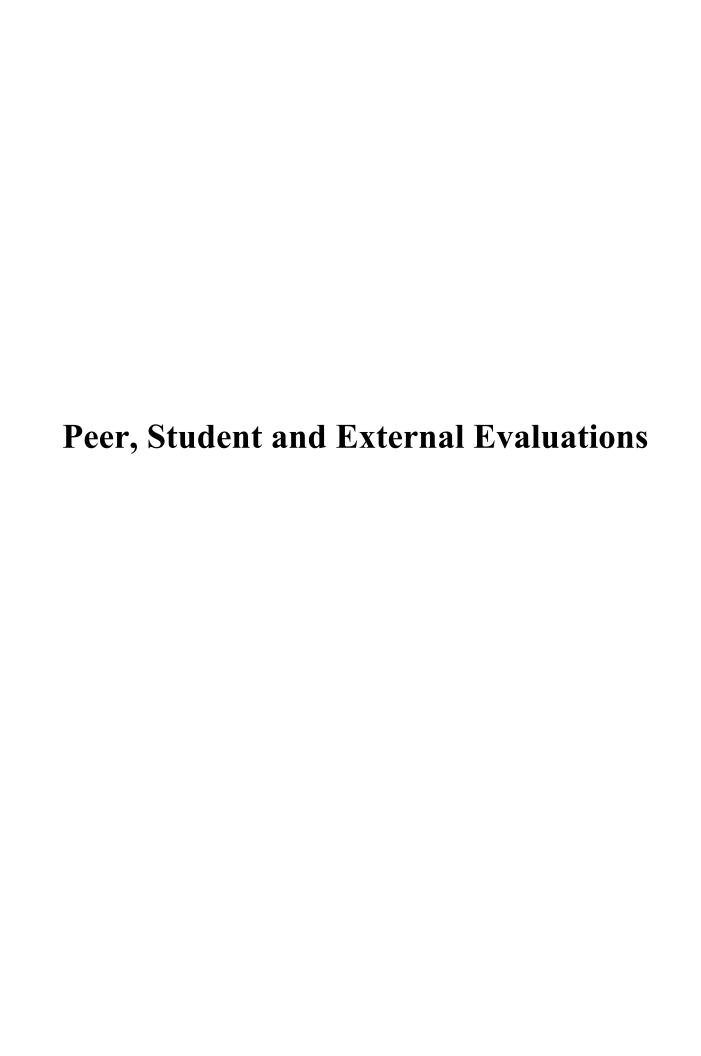
Name:	Department:
Sections:	
1.	Promotion/Tenure Checklist Form
2.	Summary of Recommendation Form
3.	Faculty Senate Approved Special Unit Criteria (if applicable)
4.	Promotion/Tenure Comprehensive Activities Report
5.	Self-Evaluation
6.	Peer, Student and External Evaluations (use cover pages and/or bookmarks) Past evaluations. *If applicable, include the MOA from SWLER & UNAC that granted extension to any request for delay/extensions of 4th year/pre-tenure, or promotion and 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
	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
14.	Chancellor Decision

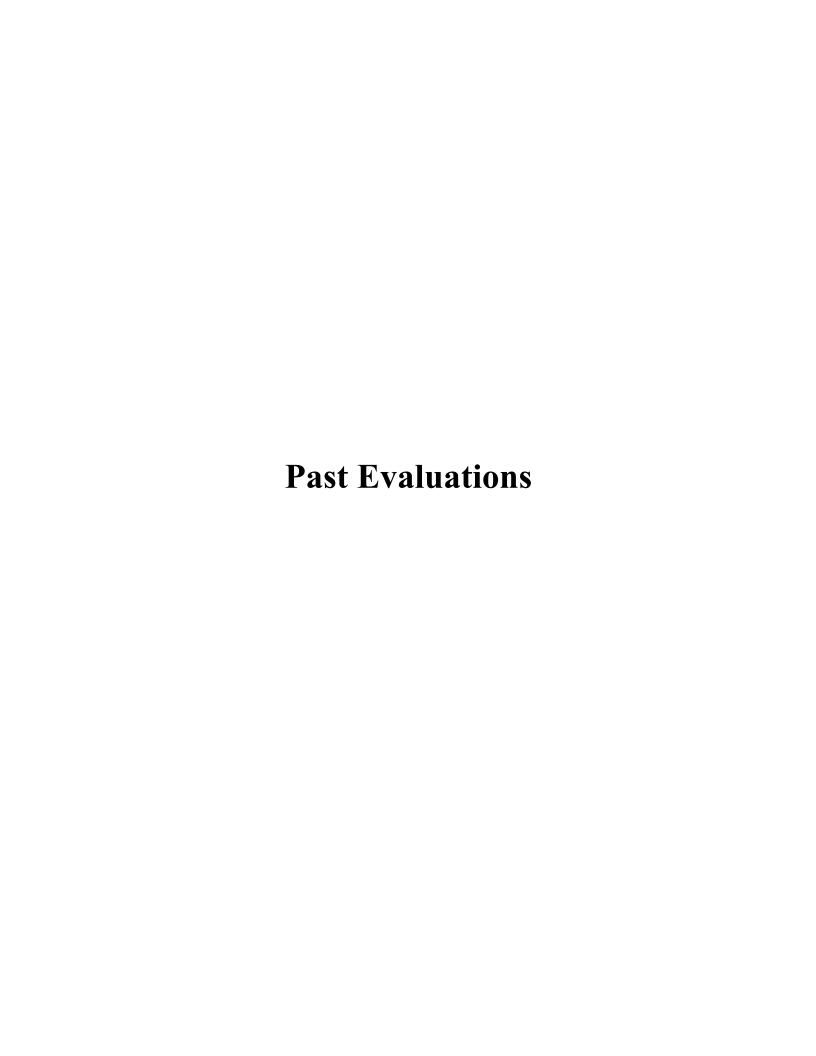


Faculty Senate <u>Approved</u> Special Unit Criteria (*if applicable*)

Promotion/Tenure Comprehensive Activities Report

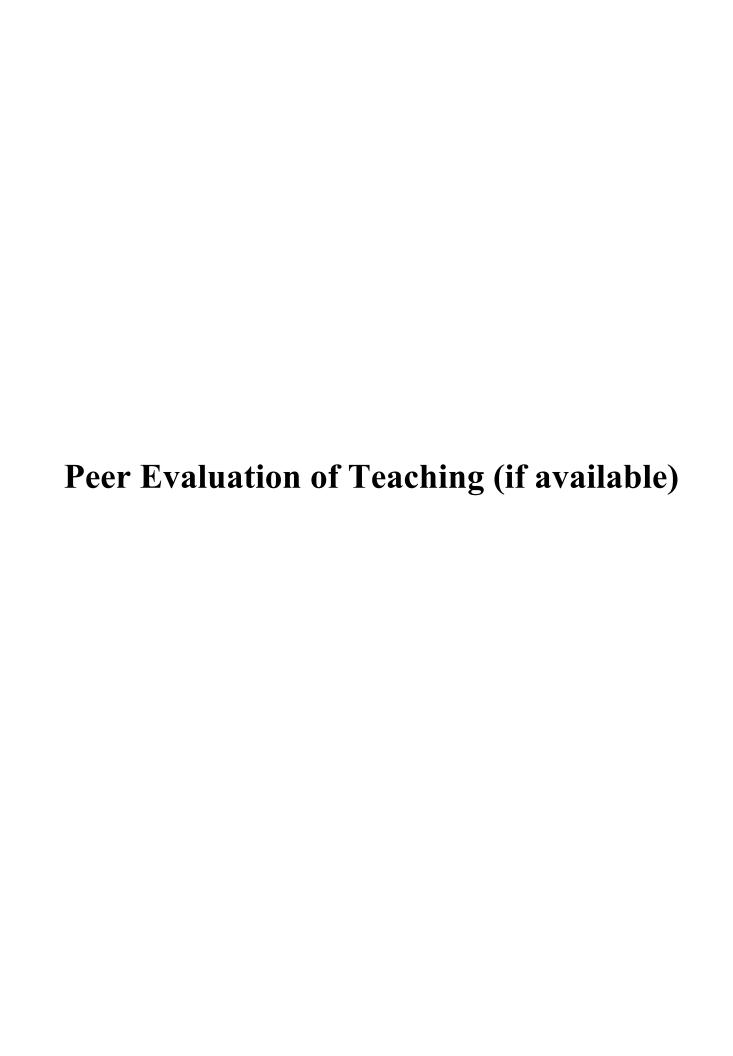


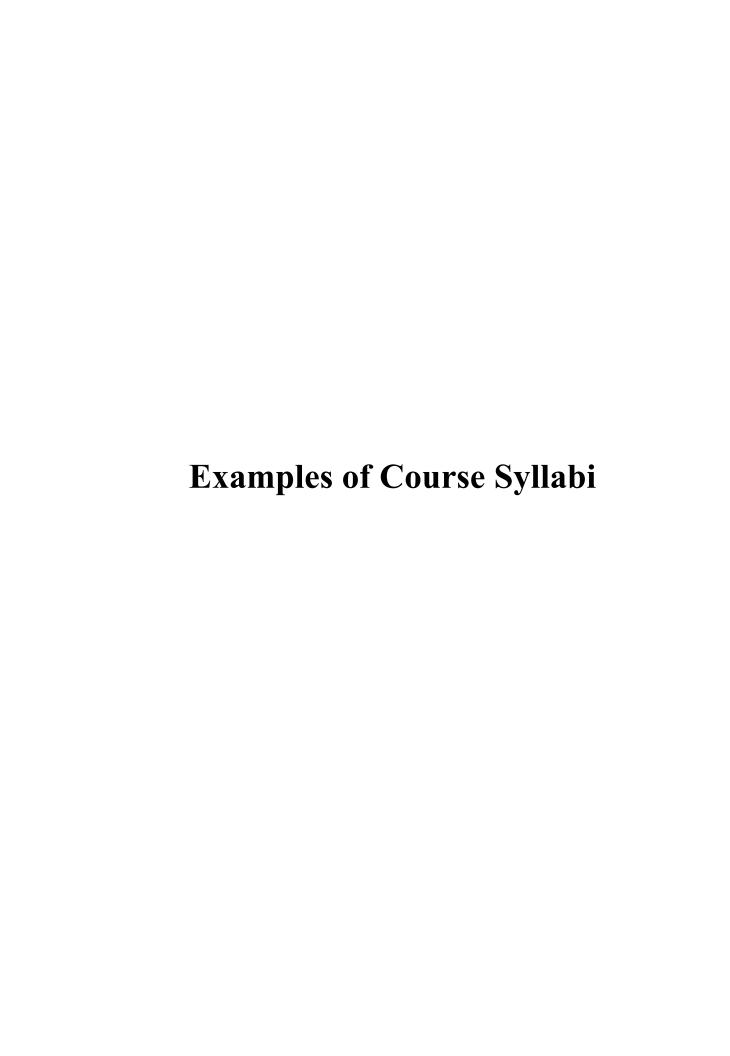




Copies of Workloads for Peri	od of Review

Student Evaluation (IAS & eXplorance Blue) Summaries



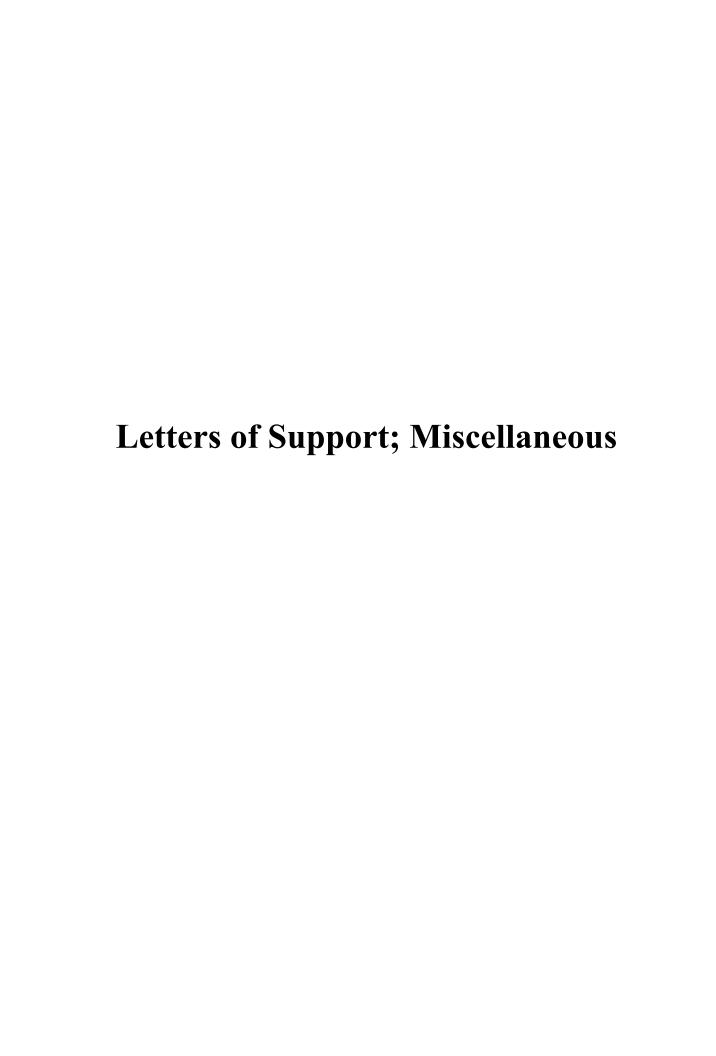


Examples/Evidence of Research/CreativeActivities

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 <u>not</u> include here the letters requested by your dean or director; those go in Section 7.



a) Curriculum Vitae	

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



CANDIDATE RESPONSE to UNIT-PEER COMMITTEE RECOMMENDATION

DELETE THIS PAGE BEFORE FINALIZING YOUR FILE

USE THE RESPONSE LETTER TEMPLATE ON THE NEXT PAGE IF NOT CREATING YOUR OWN

Promotion and Tenure

DELETE THIS PAGE BEFORE FINALIZING YOUR FILE

USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WLL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

Го:	Dean and/or Director
From:	(Insert Name)
Date:	(insert date)
Re:	Response to Unit-Peer Committee Recommendation On Promotion and Tenure
	Signature — Date
	Signuiure Dille
	Printed Name

Provide additional documents regarding publications if needed.



CANDIDATE RESPONSE to DEAN/DIRECTOR RECOMMENDATION

DELETE THIS PAGE BEFORE FINALIZING YOUR FILE

USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WLL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To:	University Wide Committee		
From:	(Insert Name)		
Date:	(insert date)		
Re:	Response to Dean and/or Director Recommendation On Promotion and Tenure		
		 Date	
T T	Printed Name		
Use aa	lditional sheet(s) if necessary		

University-Wide Faculty Review Committee Recommendation

CANDIDATE RESPONSE to UNIVERSITY-WIDE REVIEW COMMITTEE RECOMMENDATION

Promotion and Tenure

DELETE THIS PAGE BEFORE FINALIZING YOUR FILE

USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WLL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To:	Provost and Executive Vice Chancellor Anupma Prakash		
From:	(Insert Name)		
Date:	(insert date)		
Re:	Response to University-Wide Rev Tenure	view Committee Recommendation On Promo	otion and
	Signature		
	Printed Name	-	
Use ad	lditional sheet(s) if necessary.		

Provost Recommenda	tion

CANDIDATE RESPONSE to UNIVERSITY-WIDE REVIEW COMMITTEE RECOMMENDATION

Promotion and Tenure

DELETE THIS PAGE BEFORE FINALIZING YOUR FILE

USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WLL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To:	Daniel M. White, Chancellor	
From:	: (Insert Name)	
Date:	(insert date)	
Re:	Response to Provost Recommendation On Promotion and Tenure	
	Signature	Date
	Printed Name	
Use ad	additional sheet(s) if necessary	

