

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

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

Promotion and Tenure

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 WILL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To: Dean and/or Director

From: (Insert Name)

Date: (insert date)

Re: Response to Unit-Peer Committee Recommendation On Promotion and Tenure

Signature

Date

Printed Name

Provide additional documents regarding publications if needed.

Dean/Director Recommendation

Promotion and Tenure

CANDIDATE RESPONSE
to
DEAN/DIRECTOR RECOMMENDATION

Promotion and Tenure

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USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WILL 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

Signature

Date

Printed Name

Use additional sheet(s) if necessary

University-Wide Faculty Review Committee Recommendation

Promotion and Tenure

CANDIDATE RESPONSE
to
UNIVERSITY-WIDE REVIEW COMMITTEE
RECOMMENDATION

Promotion and Tenure

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MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WILL 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 Review Committee Recommendation On Promotion and Tenure

Signature

Date

Printed Name

Use additional sheet(s) if necessary.

Provost Recommendation

Promotion and Tenure

CANDIDATE RESPONSE
to
UNIVERSITY-WIDE REVIEW COMMITTEE
RECOMMENDATION

Promotion and Tenure

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MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WILL 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 additional sheet(s) if necessary

Chancellor Decision