

Full Name:

Faculty Title: _____
Unit: _____
Department: _____
Year: _____
Review Type: **Tenure Only**

TENURE

Materials Checklist

Name: _____ Department: _____

Sections:

- _____ 1. Tenure Checklist Form
- _____ 2. Summary of Recommendation Form
- _____ 3. Faculty Senate Approved Special Unit Criteria (*if applicable*)
- _____ 4. 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*)**

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

Tenure

CANDIDATE RESPONSE
to
UNIT-PEER COMMITTEE RECOMMENDATION

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.

To: Dean and/or Director

From: (Insert Name)

Date: (insert date)

Re: Response to Unit-Peer Committee Recommendation On Tenure

Signature

Date

Printed Name

Provide additional documents regarding publications if needed.

Dean/Director Recommendation

Tenure

CANDIDATE RESPONSE
to
DEAN/DIRECTOR RECOMMENDATION

Tenure

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

To: University Wide Committee

From: (Insert Name)

Date: (insert date)

Re: Response to Dean and/or Director Recommendation On Tenure

Signature

Date

Printed Name

Use additional sheet(s) if necessary

**University-Wide Faculty Review
Committee Recommendation**

Tenure

CANDIDATE RESPONSE
to
UNIVERSITY-WIDE REVIEW COMMITTEE
RECOMMENDATION

Tenure

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

To: Provost and Executive Vice Chancellor Anupma Prakash

From: (Insert Name)

Date: (insert date)

Re: Response to University-Wide Review Committee Recommendation On Tenure

Signature

Date

Printed Name

Use additional sheet(s) if necessary.

Provost Recommendation

Tenure

CANDIDATE RESPONSE
to
PROVOST'S RECOMMENDATION

Tenure

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

To: Daniel M. White, Chancellor

From: (Insert Name)

Date: (insert date)

Re: Response to Provost Recommendation On Tenure

Signature

Date

Printed Name

Use additional sheet(s) if necessary

Chancellor Decision