

## Checklist For Promotion and/or Tenure Recommendations 2011-12

Name: \_\_\_\_\_ Dept.: \_\_\_\_\_

\_\_\_\_\_ Tenure, with promotion  
 \_\_\_\_\_ Tenure, without promotion  
 \_\_\_\_\_ Promotion, without tenure consideration

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*Organize promotion and/or tenure materials according to the following:*

1. FORM B: Faculty Promotion and/or Tenure Recommendation and a draft notification letter regarding promotion and/or tenure.
2. FORM A: Required for a major review or in case the candidate's promotion or tenure recommendation is not approved. (Department chair and dean to sign only the recommendation.) Draft appointment letter should be included where appropriate.  
  
OR  
FORM C: Required for an interim review.
3. Dean's recommendation.
4. Copy of notification of decision sent to faculty.
5. Recommendation from College/Inter-School committee with a report of the committee vote.
6. Department Chair's recommendation.
7. Recommendation by departmental committee, or a summary of that recommendation as appropriate, together with a report of committee vote (with names of committee members, and vote).
8. FORM F: Promotion and/or Tenure Recommendation.
9. Teaching evaluation summary (FORM E).
10. Brief summary of candidates' accomplishments for inclusion in Board of Control Agenda. Please be sure to include a picture of the candidate, the candidate's name and a link to their website, if they have one, on the top right-hand side and to include paragraphs for each of the following, in the following order:
  - a. Paragraph 1 - Current Rank and Department; Education.
  - b. Paragraph 2 – Teaching interests and any teaching awards.
  - c. Paragraph 3 – Brief description of research programs and funding and publications.
  - d. Paragraph 4 - Outreach, service to the profession.
11. Identification of referees. (Descriptive paragraph on each referee's credentials and relationship to candidate.)
12. At least 3 letters of reference from outside the University. Candidates may submit a list of outside references, however, outside letters must include names in addition to those suggested by the candidate so that the candidate will not know the identity of letters written. Letters are to be solicited by department head; should not be from former professors, advisors, or persons in graduate school with them, etc., but from other sources well-qualified in their fields who should know or be able to determine the quality of the candidate's work.

13. A copy of the letter used in soliciting outside letters of reference.
14. Vitae, publications, and other materials sent to referees. Any information added or changed should be noted.
15. Other supporting materials, if desired, e.g. copies of published work, etc. Do not add bulky materials.

**Candidate's Review of File: I have read through those parts of the promotion and/or tenure file which do not contain confidential comments and am satisfied with the file.**

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

07/2011