

Checklist for Candidate Files for Promotion and Tenure

Candidate's Name _____

Checked By _____

_____ Current complete *Curriculum Vitae*

_____ **Summary Statement** of accomplishments in Teaching, Research and Creative Activity and Service

Evidence of Teaching

_____ List of all courses taught including independent studies, etc.

_____ Course syllabus for each course listed

_____ [Student Evaluations Summaries Sheet](#) (Also available on the [A&S Faculty Affairs](#) website)

_____ Faculty Peer Observations of Teaching

Evidence of Research and Creative Activity

_____ Research and Creative Activities for the period under review

See Dean's Guidelines (2008), [Section II.D.1-2](#), "Scope of Activities," p.6; and

A&S College Personnel Policy and Procedures, [Section 2.2.F.3](#), "Research and Creative Activity," p. 11

_____ Extramural Reviews

See Dean's Guidelines (2008), [Section II.D.3](#); A&S College Personnel Policy and Procedures, [Section 2.2.I.6-7](#), and

"Extramural Review," p. 12; The Redbook statement on validity of "external evaluations," [Section IV.D.5.3.a-c](#)

_____ Acceptance letters, if work is accepted but not published

Evidence of Service

_____ Service activities listed in current *Curriculum Vitae*

_____ Certificates, letters of commendation, recognitions or other documentation of service activities

See Dean's Guidelines (2008), Service "Scope of Activities" in [Section II.E.1-2](#)

Checklist for Department

(NOTE: Please include the **Means and Averages of Means** for the Teaching Evaluations and **AWP Averages** in **BOTH** Unit Letters)

_____ Unit/Department Personnel Committee Recommendation with **assessment** and **numerical vote recorded**

See Dean's Guidelines (2008), [Assessment, Section II.D.2](#), p. 6; [Section III.A: Review by UPC](#), p. 10

_____ Unit/Department Chair Recommendation **with numerical vote recorded** and the **Ballots** placed in front of Binder

See Dean's Guidelines (2008), [Section III.A: Review by the Unit Faculty and Chair](#), p. 11; "Minority Report" must accompany Chair's Recommendation per A&S College Personnel Policy and Procedures, [All Reports, Section 2.2.I.5](#)

Additional Materials provided by Office of Faculty Affairs

_____ Contractual information

_____ Original Hiring *Curriculum Vitae*

_____ Annual Work Plans (AWP) for the period under review

_____ Merit Reviews (with Rebuttals) for the period under review

_____ Pretenure Review and Extramural Reviews for Promotion and Tenure

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Checked By _____

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Evidence of Research and Creative Activity

_____ Research and Creative Activities for the period under review

See Dean's Guidelines (2008), [Section II.D.1-2](#), "Scope of Activities," p.6; and
A&S College Personnel Policy and Procedures, [Section 2.2.F.3](#), "Research and Creative Activity," p. 11

_____ Extramural Reviews

See Dean's Guidelines (2008), [Section II.D.3](#); A&S College Personnel Policy and Procedures, [Section 2.2.I.6-7](#), and
"Extramural Review," p. 12; The Redbook statement on validity of "external evaluations," [Section IV.D.5.3.a-c](#)

_____ Acceptance letters, if work is accepted but not published

Evidence of Service

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See Dean's Guidelines (2008), Service "Scope of Activities" in [Section II.E.1-2](#)

Checklist for Department

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_____ Unit/Department Personnel Committee Recommendation with **assessment** and **numerical vote recorded**

See Dean's Guidelines (2008), [Assessment, Section II.D.2](#), p. 6; [Section III.A: Review by UPC](#), p. 10

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accompany Chair's Recommendation per A&S College Personnel Policy and Procedures, [All Reports, Section 2.2.I.5](#)

Additional Materials provided by Office of Faculty Affairs

_____ Contractual information

_____ Original Hiring *Curriculum Vitae*

_____ Annual Work Plans (AWP) for the period under review

_____ Merit Reviews (with Rebuttals) for the period under review

_____ Pretenure, Promotion and Tenure, Periodic Career Review(s)—including any Extramural Reviews