

UTC Tenure/Promotion Folder Checklist

Name: _____

Department: _____

UTCID: _____

Personnel No: _____

This form is for (check all that apply)

_____ Tenure _____ Promotion to Associate Professor _____ Promotion to Full Professor

The tenure/promotion folder is a collection of documents which proceed up the administrative chain according to the process laid out in § 3.10.5 of the UTC Faculty Handbook. If a faculty member applies for both tenure and promotion, a single folder will suffice.

The tenure/promotion dossier is a collection of materials used by the RTP Committee and department head to conduct a thorough evaluation of the faculty member with respect to the standards laid out by the UTC Faculty Handbook and departmental bylaws.

The list below is for the tenure/promotion folder. Please add items to folder in the order shown below. The tenure/promotion folder may be physical or digital. Each candidate for tenure/promotion should confirm the format required for her or his department and/or college. Regardless, digital copies will be utilized when folders are received and ultimately archived in UTC Faculty Records.

Complete	Date	Material	Responsible Party
N/A	N/A	This checklist.	Faculty Member
N/A	N/A	Tenure Recommendation Form Filled & Signed (if a tenure case)	All Reviewers
N/A	N/A	Promotion Recommendation Form Filled & Signed (if promotion case)	All Reviewers
<input type="checkbox"/>		Updated Curriculum Vitæ	Faculty Member
<input type="checkbox"/>		Executive Summary (mandatory 1 page limit)	Faculty Member
<input type="checkbox"/>		Summary of all EDO Evaluations	Faculty Member
<input type="checkbox"/>		Teaching Philosophy (for tenure only, recommended 1 page length)	Faculty Member
<input type="checkbox"/>		Student Ratings of Faculty (recommend: last 6 regular semesters)	Faculty Member
<input type="checkbox"/>		Initial Appointment Letter and all Reappointment Letters	Faculty Member
<input type="checkbox"/>		Peer Evaluation of Teaching	RTP Committee Chair
<input type="checkbox"/>		External Reviews (minimum of two)	RTP Committee Chair
<input type="checkbox"/>		Letter from RTP to Faculty Member	RTP Committee Chair
<input type="checkbox"/>		Letter from RTP to Department Head	RTP Committee Chair
<input type="checkbox"/>		Letter from Department Head to Faculty Member	Department Head
<input type="checkbox"/>		Letter from Department Head to RTP Committee	Department Head
<input type="checkbox"/>		Letter from Department Head to Dean	Department Head
<input type="checkbox"/>		Letter from College RTP Committee to Dean	College RTP Comm. Chair
<input type="checkbox"/>		Letter from Dean to Faculty Member	Dean
<input type="checkbox"/>		Letter from Dean to Provost	Dean
<input type="checkbox"/>		Letter from Provost to Faculty Member	Provost
<input type="checkbox"/>		Letter from Provost to Chancellor	Provost
<input type="checkbox"/>		Letter from Chancellor to Faculty Member	Chancellor
<input type="checkbox"/>		Letter from Chancellor to President	Chancellor

Notes:

- Evidence of teaching, research/scholarly/creative activity, and service should be thoroughly addressed in the department head's letter to the dean or in the dean's letter to the Provost.
- Teaching Philosophy document required only for consideration for tenure.