

## Checklist of Materials for Reappointment, Tenure, and Promotion Folder

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Check appropriate action(s):**

Reappointment \_\_\_\_\_ Tenure \_\_\_\_\_ Promotion to Associate Professor \_\_\_\_\_ Promotion to Full Professor \_\_\_\_\_

**Directions:** an X in a column indicates an item must be included in folder for that specific action(s).

**Action:** Please place a √ (check) in the last box, indicating inclusion of needed documentation, as appropriate

	Reappointment	Tenure	Promotion to Associate	Promotion to Full	√ (check) if included in folder
<b>Checklist of Materials</b>	X	X	X	X	
<b>Recommendation form, completed and signed:</b> Reappointment	X				
<b>Recommendation form, completed and signed:</b> Promotion			X	X	
<b>Recommendation form, completed and signed:</b> Tenure		X			
<b>Letter of notification:</b> <i>deans, copy of final proposed</i> <b>Note:</b> 2 <sup>nd</sup> to 5 <sup>th</sup> year reappointment only	X				
<b>Letters of recommendation:</b> <i>dean to provost</i> <b>Note:</b> for promotion and tenure, include EDO ratings for last three years	X	X	X	X	
<b>Letter of notification:</b> <i>dean to faculty member</i>	X	X	X	X	
<b>Letter of recommendation:</b> <i>department head to dean</i>	X	X	X	X	
<b>Evidence of teaching, research, and service *</b>		X	X	X	
<b>Letter of notification:</b> <i>department head to faculty member</i> <b>Note:</b> for promotion and tenure, use form letter	X	X	X	X	
<b>Letter of recommendation:</b> <i>RTP committee to department head</i> <b>Note:</b> for reappointment, include Y/N/A votes and list members present	X	X	X	X	
<b>Letter of notification:</b> <i>RTP committee to faculty member</i> <b>Note:</b> for promotion and tenure, use form letter	X	X	X	X	
<b>Copy of most recent EDO, for 1<sup>st</sup> year include EDO objectives, if full EDO is not available</b>	X	X	X	X	
<b>One page statement of faculty member's teaching philosophy and goals</b>	X				
<b>One page narrative of accomplishments</b>		X	X	X	
<b>Written discussion by department head of student ratings</b>	X				
<b>Commentary by faculty member on student ratings</b>	X				
<b>Student evaluations, most recent 3 years</b>	X	X	X	X	
<b>Up-to-date Vita</b>	X	X	X	X	
<b>Copy of signed original appointment letter and any subsequent appointments</b>	X	X	X	X	

\* For Promotion and/or Tenure, for a positive recommendation, include a detailed justification for the recommendation, citing criteria listed in the *Faculty Handbook*—teaching, research, and service. This can be included in the dean's letter of recommendation to the provost or in the department head's letter to the dean.