

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