

# A&S: Faculty Tenure & Promotion Evaluation Checklist 2016-2017

**To be uploaded in one .pdf document to the A&S TRP Blackboard site by the Department Chair or designee, not by the faculty member being evaluated.**

Faculty Member: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

- \_\_\_\_\_ A&S Tenure & Promotion Evaluation Checklist (i.e., this form)
- \_\_\_\_\_ Tenure Recommendation Form (*tenure files only; University-level form available on VPAA website*)
- \_\_\_\_\_ Recommendation Regarding Re-appointment of Non-Tenured Faculty (A&S form; for promotion files only)
- \_\_\_\_\_ Faculty Promotion Form (promotion only; University-level form available on VPAA website)
- \_\_\_\_\_ A&S Tenured and Tenure-Track Faculty Evaluation Form (replaces UND Faculty Evaluation Form)\_\_\_\_\_
- \_\_\_\_\_ Updated curriculum vitae – see VPAA website (<http://und.edu/provost/tp-procedure.pdf>) for the information required in the CV
- \_\_\_\_\_ Letters of external peer evaluators (if used)
- \_\_\_\_\_ Copies of all prior annual evaluation forms (Tenure – since hire; Promotion – since last UND promotion)
- \_\_\_\_\_ “Page 2” of all contracts (i.e., Position Description Forms) for the period under evaluation
- \_\_\_\_\_ Letter of assessment and evaluation from department committee citing scholarship, teaching, and service (the A&S Faculty Evaluation form can serve this purpose).
- \_\_\_\_\_ Letter of assessment, evaluation and recommendation from Department Chair. The letter from the Department Chairperson must have attached any documents not otherwise submitted that were placed in the official personnel file with the intent of becoming a part of the tenure and/or promotion materials.

The following materials are also requested to be included in the PDF document for the College review process only: (*will not be sent to VPAA*)

- \_\_\_\_\_ Candidate’s narrative/self-evaluation addressing teaching, scholarship, and service (6 pp. maximum)

Evidence of accomplishment in research/scholarship/creative activity as follows:

- \_\_\_\_\_ Letters of professional recognition for awards/honors (if available)
- \_\_\_\_\_ Verifications of creative performances/exhibits (where applicable)
- \_\_\_\_\_ Copy of first page of all publications since hire (for tenure candidates), since last promotion at UND, or since hire for those who have not gone through the promotion process (for promotion candidates)

Evidence of accomplishment in teaching as follows:

- \_\_\_\_\_ Documentation of student evaluation of teaching (*in summary form*) USAT summary or equivalent for all courses since hiring or since last promotion