

A&S Faculty Tenure & Promotion Evaluation Checklist 2019-2020

To be uploaded in one PDF document to the A&S TRP Blackboard site by the department chairperson or designee, not by the faculty member being evaluated.

The PDF document must be ordered according to the list below. Files not properly organized or that are incomplete will be returned to departments.

Faculty Member: _____ Date Submitted: _____

- _____ A&S Faculty Tenure & Promotion Evaluation Checklist (this form)
- _____ Tenure Recommendation Form (tenure only; University-level form available on VPAA website)
- _____ Recommendation Regarding the Reappointment of Non-Tenured Faculty (promotion only; A&S form available on A&S website)
- _____ Faculty Promotion Form (promotion only; University-level form available on VPAA website)
- _____ A&S Tenured and Tenure-Track Faculty Evaluation Form (use version 3/1/2018 available on A&S website)
- _____ Updated curriculum vitae (see [Required Materials](#), Section II, for required information)
- _____ Letters of external peer evaluators
- _____ Copies of all prior annual evaluation forms, with most recent evaluation first (tenure – since hire; promotion – since last UND promotion)
- _____ “Page 2” (Position Description Form) of all contracts for the period under evaluation, with most recent Page 2 first
- _____ Letter of assessment and evaluation from department committee citing scholarship, teaching, and service (the A&S Tenured and Tenure-Track Faculty Evaluation form can serve this purpose)
- _____ Letter of assessment, evaluation and recommendation from department chairperson. 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 or SELFI summary, or equivalent, for all courses since hiring or since last promotion. If using SELFI include Comparative Scores by Factor section.