

# TENURE-TRACK FACULTY

## A&S Faculty Tenure & Promotion Evaluation Checklist 2022-2023

Materials must be ordered according to the list below as one PDF document (not in portfolio format). Files not properly organized or that are incomplete will be returned to departments. File is to be uploaded to the A&S TRP Blackboard site by the department chairperson or designee, not by the faculty member being evaluated.

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

- \_\_\_\_\_ A&S Tenure-Track Faculty Tenure & Promotion Evaluation Checklist (this form)
- \_\_\_\_\_ [Tenure Recommendation Form](#)
- \_\_\_\_\_ [Recommendation Regarding the Reappointment of Tenure-Track Faculty Form](#)
- \_\_\_\_\_ [Faculty Promotion Form](#)
- \_\_\_\_\_ [Faculty Evaluation Form Tenure, Tenure Track, Non TT](#)
- \_\_\_\_\_ Updated curriculum vitae (see [Required Materials](#), Applicant to Department Chair, for required information)
- \_\_\_\_\_ [External Reviewer Approved List](#)
- \_\_\_\_\_ Letters from external peer evaluators
- \_\_\_\_\_ All prior annual evaluation forms since hire, with most recent evaluation first
- \_\_\_\_\_ Page 2 (Position Description form) of all contracts since hire, with most recent Page 2 first
- \_\_\_\_\_ Department committee letter of assessment and evaluation citing scholarship, teaching, and service (on department letterhead)
- \_\_\_\_\_ Department chairperson letter of assessment, evaluation, and recommendation. The letter 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 promotion materials (on department letterhead).

The following materials are also included in the file for college review process only: (*not sent forward 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)
  - \_\_\_\_\_ First page of all publications since hire
- \_\_\_\_\_ Evidence of accomplishment in teaching as follows:
  - \_\_\_\_\_ Documentation of student evaluation of teaching (*in summary form*) SELFI summary, or equivalent, for all courses since hiring or since last promotion. If using SELFI only include Comparative Scores by Factor section.