

TENURE-TRACK FACULTY

A&S Faculty Tenure & Promotion Evaluation Checklist 2024-2025

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](#) (version April 2024)
- _____ [Recommendation Regarding the Reappointment of Tenure-Track Faculty Form](#)
- _____ [Faculty Promotion Form](#) (version March 2024)
- _____ [Faculty Evaluation Form Tenure, Tenure Track, Non TT](#) (version 9.25.20)
- _____ Updated curriculum vitae (see [Applicant to Department Chair, materials forwarded to reviewers](#) for 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
- _____ 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
- _____ Departmental tenure and promotion document used for candidate evaluation

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*) SELFIE summary, or equivalent, for all courses since hiring or since last promotion. If using SELFIE only include Comparative Scores by Factor section.