

Faculty Retention / Promotion / Tenure Checklist

Complete and submit this form to your supervisor with your retention/promotion/tenure materials (see checklist below) by _____.
(Date)

Your supervisor will forward this, along with their memo, to the College/Division office. This form and all supporting documents must be received in Academic Affairs (via Teams) by _____.
(Date)

First Name: _____ Last Name: _____

Current Title: _____ Requested Title (Promotion Only): _____

College: _____ Dept/Unit: _____

Follow all instructions per your department/school/unit personnel committee to create your review materials, which will be forwarded to the Dean's office.

The following is a subset of materials that will be submitted in PDF format from the Dean's office to the Provost to review via Teams:

- Dean's recommendation (if applicable)
- Department Chair's / Director's recommendation (unless chair votes with faculty)
- Department Personnel Committee recommendation (with vote)
- Vita
- For non-refereed presentations or publications (if included under scholarship), an evaluation by peers ensuring presentation or publication meets discipline criteria.
- Summary of student evaluation results (only if already compiled for departmental evaluation; omit if not available)
- Individual peer teaching observation reports
- Results from Student Evaluation of Instruction forms since hire
- Student comments
 - Printed from student evaluations, AND / OR
 - Typed list by course (back-to-back copies are acceptable – typically only applicable for evaluations that were hand-scanned in the past, which may only include numerical scores without comments)
- Brief self-reflection
- Other desirable materials:
 - Copies of cover pages only of published work

Materials NOT desired:

- Complete articles or books
- Samples of photographs of works created
- Formative evaluations of teaching

OFFICE USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE

AVC Review Date: _____ Provost Review Date: _____