

# 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
- Summary of peer evaluations of non-refereed presentations or publications (if included under scholarship)
- Summary of Student Evaluations (for a minimum of 3 preceding years)
- Individual peer teaching observation reports
- Summary of results from Student Evaluation of Instruction forms since hire
- Student comments (typed list by course preferred, but back-to-back copies are acceptable)
- 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: \_\_\_\_\_