

Complete and submit this form to your supervisor with your retention, promotion, and/or 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 by \_\_\_\_\_.

(Date)

**GROW-YOUR-OWN FACULTY RETENTION CHECK LIST FOR:**

Name: \_\_\_\_\_

Current Title: \_\_\_\_\_

Department: \_\_\_\_\_

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**Follow all instructions per your department/unit/school 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 for review.

- Dean's recommendation *(If applicable)*
- Dept. Chair's/ Director's recommendation *(unless chair votes with faculty)*
- Dept. Personnel Committee recommendation *(with vote)*
- Vita
- Summary of peer evaluations - of non-refereed presentations or publications (if included under scholarship)
- Summary Student Evaluations *(for a minimum of 3 preceding years)*
- Other desirable materials
  - Individual peer teaching observation reports
  - Summary of results from Student Evaluation of Instruction form since hire
  - Student comments - *typed list by course preferred, but back-to-back copies are acceptable*
  - Brief self-reflection *(no more than two pages)*
  - Copies of cover pages only of published work

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**Material NOT desired in files received in Academic Affairs**

- *Complete articles or books*
  - *Samples of photographs of works created*
  - *Formative evaluations of teaching*
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AVC Review Date \_\_\_\_\_

Provost Review Date \_\_\_\_\_