

Promotion and Tenure Review File Checklist

Name of Faculty Member: \_\_\_\_\_

College: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Application:    Promotion Only        Tenure Only        Tenure and Promotion

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The following documents are required for a Promotion and Tenure Review:

- 1. College list of all applicants including the type of application and the College Committee's and Dean's Recommendation (For /Against)
- 2. College promotion and/or tenure application checklist
- 3. Evaluations and committee recommendations
  - a. Dean's evaluation and recommendation
  - b. CRTC evaluation and recommendation
  - c. Department evaluation
  - d. Student evaluation summaries (minimum two)
- 4. External evaluations
  - a. Current letters from external reviewers (minimum three)
  - b. Copy of the distributed request letter
- 5. Candidate's statement (maximum five pages)
- 6. Curriculum vitae
- 7. Two publications
- 8. Current department's and college's approved promotion and tenure review process criteria