

## Promotion and/or Tenure Review File Checklist - University Library

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  
Department evaluations of teaching, scholarship, and community service performance in relation to criteria in the *Faculty Handbook*, 4.A. 3.-A.4, 5A., and for library faculty, 11.I. 1-5, including student evaluation summaries of all courses taught by the applicant in the past two years, and other strengths and weaknesses.
  - d. Student evaluation summaries (minimum two)  
Library faculty shall submit two evaluations of appropriate to librarianship or professional responsibilities (*Faculty Handbook*, 11.B.3.a.) in lieu of student evaluation summaries.
- 4. External evaluations
  - a. Current letters from external reviewers (minimum three)
  - b. Copy of the distributed request letter
- 5. Candidate's statement
- 6. Curriculum vitae
- 7. Two publications - A copy of two publications or other material reflecting scholarly or creative endeavors of the candidate. No more than two representative samples should be forwarded.
- 8. Current department's and college's approved promotion and tenure review process criteria