PROMOTION AND/OR TENURE CHECKLIST

For further guidance see the Faculty Handbook Chapter 3. This checklist provides a basic outline for arranging tenure and promotion documents.

Name__________________________________    Academic Unit _____________________________

Rank _____________________________________     Date __________________________________

Date of appointment/last promotion _____________________________________________________

Checklist:

_____ Letter from applicant requesting promotion and/or tenure

_____ Letter of recommendation from school/dean/division chair/library director

_____ Recommendation from all tenure-track faculty in unit

_____ Updated curriculum vitae (See Curriculum Vita format section.)

_____ Current and previous Faculty Self-Evaluations

_____ Evaluation(s) by school/dean/division chair/library director

_____ Documentation of effective teaching

   ____ Peer observations and evaluations

   ____ Revised syllabi

   ____ Student evaluations

   ____ Other appropriate materials

_____ Documentation of scholarship, research, and creative activities

Complete bibliographic citations are satisfactory. Additional information may be requested.

_____ Documentation of service

   ____ Service to the university

   ____ Service to the community

   ____ Service to the profession

_____ Documentation of professional renewal

   ____ Description of short-term goals

   ____ Description of long-range plans

   ____ Description of steps completed in professional renewal

The candidate should submit a promotion/tenure file that is complete, concise, orderly, and neat. The primary Promotion and Tenure Portfolio should normally not be larger than a standard 8 1/2 x 11” x 3” binder.

If the candidate wishes, an Appendix Portfolio with supplemental material may submitted. If necessary, promotion and tenure reviewers may request additional information and/or verification documents from candidates.

It is recommended that the candidate review a Promotion and Tenure Portfolio of a UAM colleague who has been recently promoted and/or tenured.

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