

Full Name:

Faculty Title: **ASSISTANT PROFESSOR**

Unit: _____

Department: _____

Year: _____

Review Type: **4th Year/Pre-Tenure**

4th Year PRE-TENURE Materials Checklist

Name: _____ Department: _____

Sections:

- _____ 1. 4th Year Pre-Tenure Checklist Form
- _____ 2. Summary of Recommendation Form
- _____ 3. Faculty Senate Approved Special Unit Criteria (*if applicable*)
- _____ 4. Promotion/Tenure Comprehensive Activities Report
- _____ 5. Self-Evaluation
- _____ 6. Peer, Student and External Evaluations (Please use colored paper or tabs to separate):
 - _____ Past evaluations. **If applicable, include the MOA from UA LEE & UNAC that granted extension to any request for delay/extensions of 4th year/pre-tenure.*
 - _____ Copies of workloads for period of review.
 - _____ Student evaluation (IAS& eXplorance Blue) summaries.
 - _____ Peer evaluation of teaching, if available.
 - _____ Examples of course syllabi.
 - _____ Examples/evidence of research/creative activities.
 - _____ Letters or other external evaluations you have received concerning your service activities
 - _____ Honors, citations and any other letters concerning your performance as a faculty member that you would like to include. Do not include here the letters requested by your dean or director; those go in Section 7.
 - _____ Letters of support; miscellaneous.
- _____ 7. a) Curriculum Vitae
- _____ 8. Unit Peer Committee Recommendation
- _____ 9. Dean/Director Recommendation
- _____ 10. University-wide Faculty Review Committee Recommendation
- _____ 11. Provost Recommendation (last level of review for 4th year pre-tenure)
- _____ 12. *Chancellor Decision (4th yr/pre-tenure: Chancellor review – only per candidate request)*

Summary of Recommendation Form

**Faculty Senate Approved Special Unit
Criteria (*if applicable*)**

Promotion/Tenure Comprehensive Activities Report

Self-Evaluation

Peer, Student and External Evaluations

Past Evaluations

Copies of Workloads for Period of Review

**Student Evaluation (IAS & eXplorance
Blue) Summaries**

Peer Evaluation of Teaching (if available)

Examples of Course Syllabi

Examples/Evidence of Research/Creative Activities

**Letters or Other External Evaluations
You Have Received Concerning Your
Service Activities**

**Honors, Citations and Any Other Letters
Concerning Your Performance as a
Faculty Member That You Would Like to
Include.**

Letters of Support; Miscellaneous

a) Curriculum Vitae

Unit Peer Committee Recommendation

4th Year Pre-Tenure

CANDIDATE RESPONSE
to
UNIT-PEER COMMITTEE RECOMMENDATION

4th Year Pre-Tenure

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USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.

To: Dean and/or Director

From: (Insert Name)

Date: (insert date)

Re: Response to Unit-Peer Committee Recommendation On (type of review)

Signature

Date

Printed Name

Provide additional documents regarding publications if needed.

Dean/Director Recommendation

4th Year Pre-Tenure

CANDIDATE RESPONSE
to
DEAN/DIRECTOR RECOMMENDATION

4th Year Pre-Tenure

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MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.

To: University Wide Committee

From: (Insert Name)

Date: (insert date)

Re: Response to Dean and/or Director's Recommendation On (type of review)

Signature

Date

Printed Name

Use additional sheet(s) if necessary

**University-Wide Review Committee
Recommendation**

4th Year Pre-Tenure

CANDIDATE RESPONSE
to
UNIVERSITY-WIDE REVIEW COMMITTEE
RECOMMENDATION

4th Year Pre-Tenure

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MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.

To: Provost and Executive Vice Chancellor Anupma Prakash

From: (Insert Name)

Date: (insert date)

Re: Response to University Wide Committee Recommendation On 4th Year/Pre-Tenure Review

Signature

Date

Printed Name

Use additional sheet(s) if necessary.

Provost Recommendation

4th Year Pre-Tenure

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FILE**

***4th Year Pre-Tenure: The file review ends at the Provost's level, unless the candidate requests by email to the Faculty Services Manager to have the file submit to the Chancellor for review.**

4th Year Pre-Tenure

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USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.

To: **Daniel M. White, Chancellor*

From: (Insert Name)

Date: (insert date)

Re: Response to Provost and Executive Vice Chancellor Recommendation On (type of review)

Signature

Date

Printed Name

Use additional sheet(s) if necessary

Per the CBA: 4th Year Pre-Tenure files Reviews end at the Provost's level. To be reviewed by the Chancellor, the candidate must send a request via email to the Faculty Services Manager.

Chancellor Decision