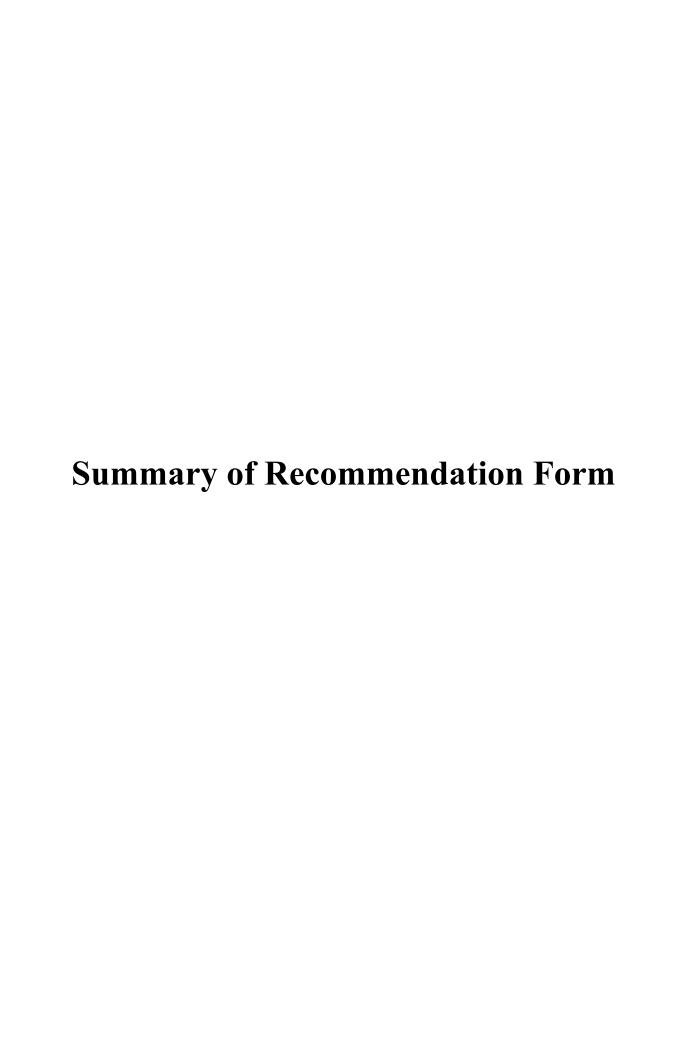
### **Full Name:**

Faculty Title:	ASSISTANT PROFESSOR
Unit:	
Department:	
Year:	
Review T	ype: Promotion & Tenure

### PROMOTION AND TENURE

### **Materials Checklist**

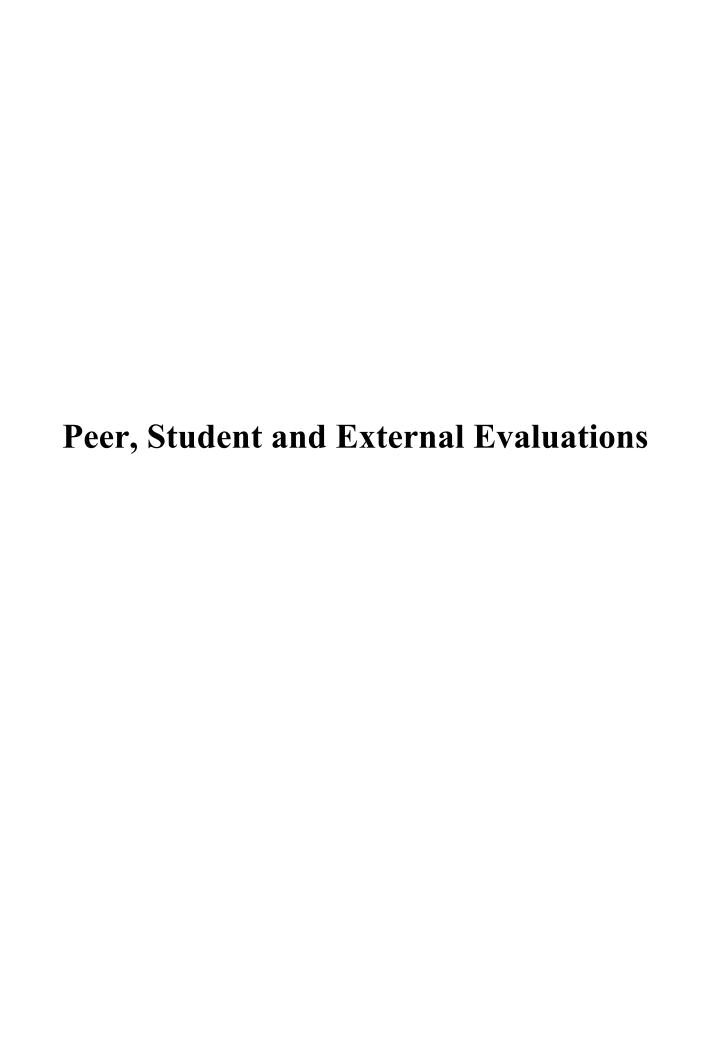
Name:	Department:
Sections:	
1.	Promotion/Tenure Checklist Form
2.	Summary of Recommendation Form
3.	Faculty Senate Approved Special Unit Criteria (if applicable)
4.	Promotion/Tenure Comprehensive Activities Report
5.	Self-Evaluation
6.	Peer, Student and External Evaluations (use cover pages and/or bookmarks)  Past evaluations. *If applicable, include the MOA from SWLER &  UNAC that granted extension to any request for delay/extensions of 4th  year/pre-tenure, or promotion and 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
	b) External Review Letters (if requested by your dean, director or designee for review)
8.	Unit Peer Committee Recommendation
9.	Dean/Director Recommendation
10.	University-wide Faculty Review Committee Recommendation
11.	Provost Recommendation
12.	Chancellor Decision

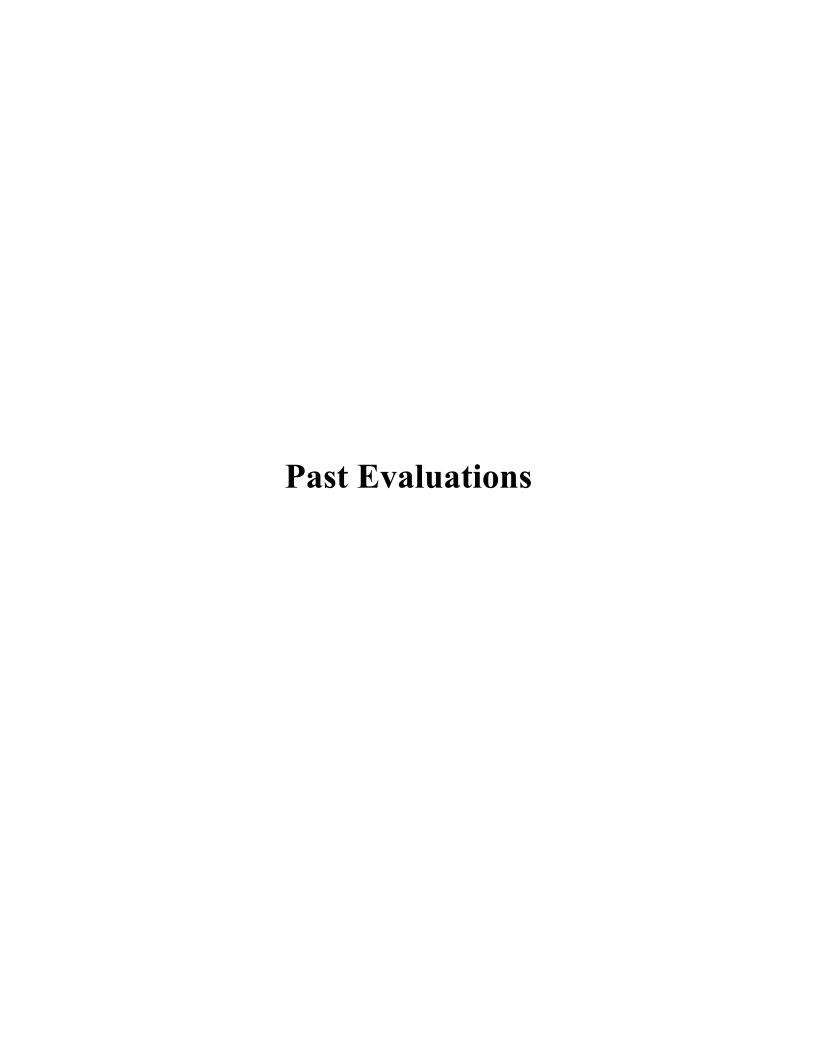


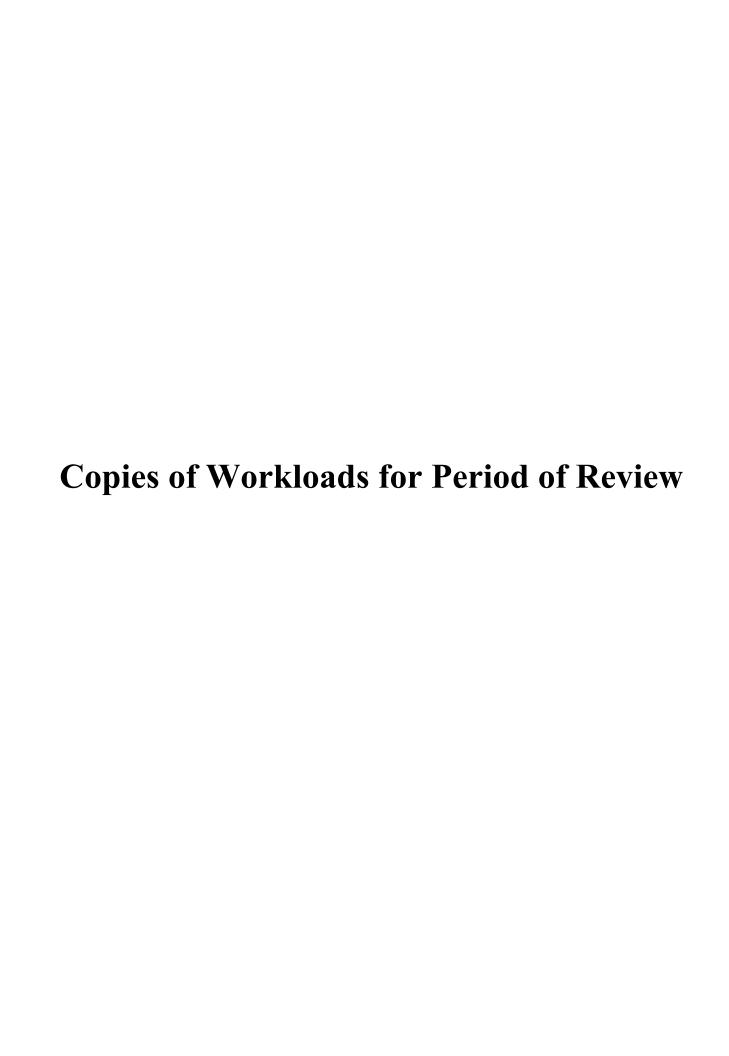
# Faculty Senate <u>Approved</u> Special Unit Criteria (*if applicable*)

### Promotion/Tenure Comprehensive Activities Report

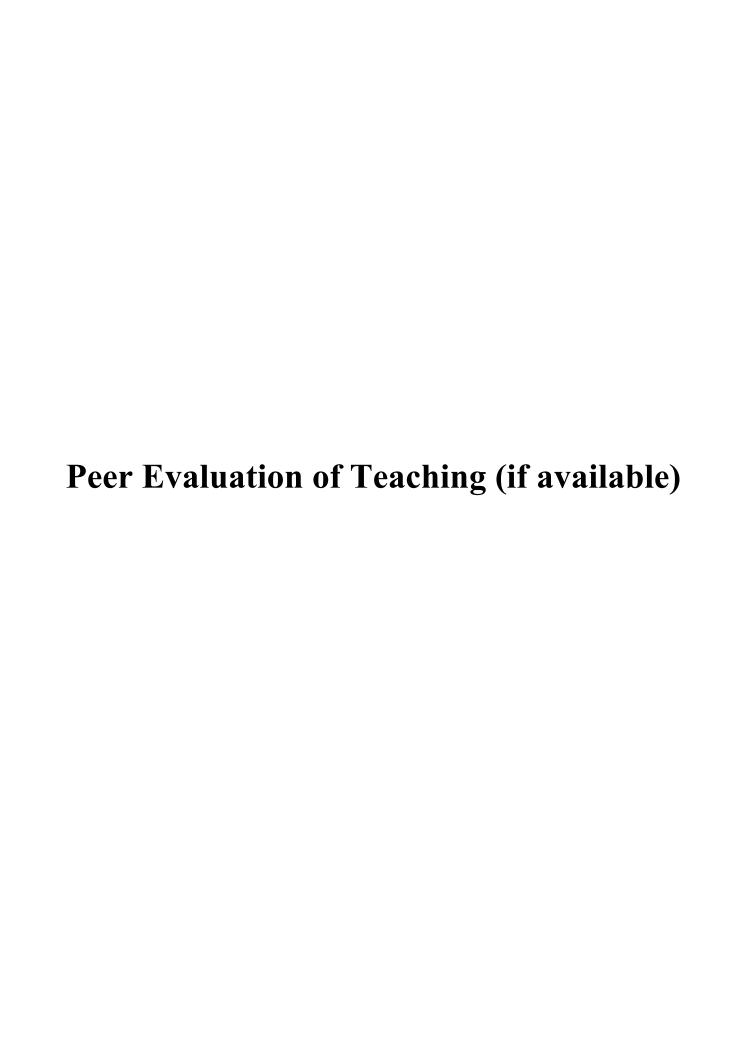


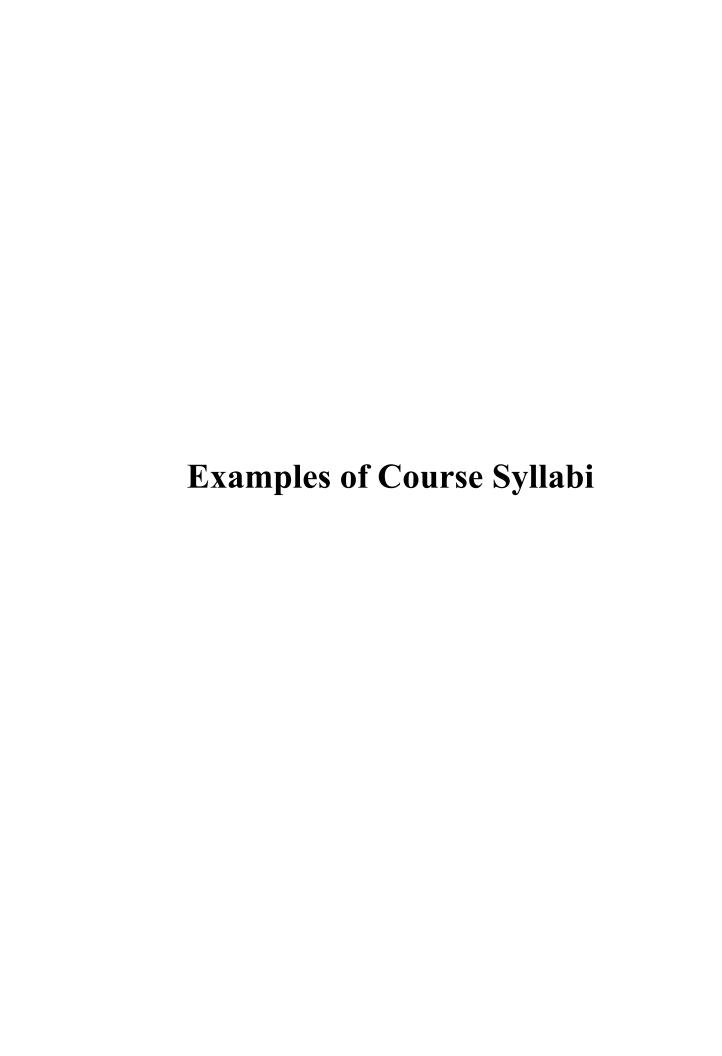






# Student Evaluation (IAS & eXplorance Blue) Summaries



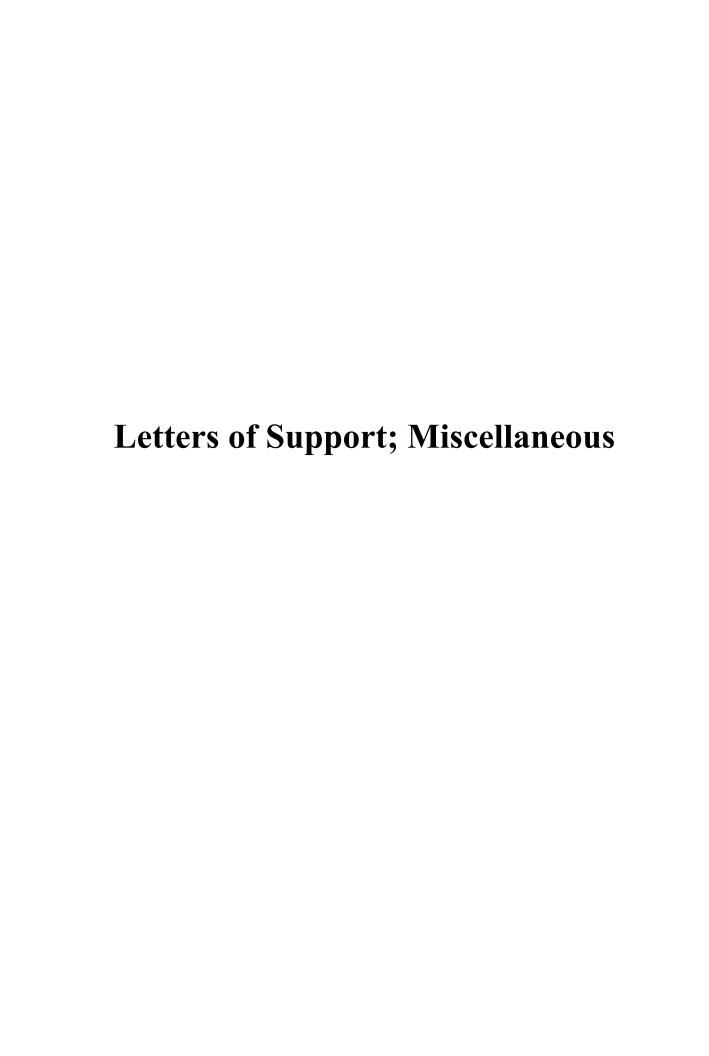


# **Examples/Evidence of Research/Creative**Activities

### 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 <u>not</u> include here the letters requested by your dean or director; those go in Section 7.



a) Curriculum Vitae	

b) External Review Letters (if requested by your dean, director or designee for review)



# CANDIDATE RESPONSE to UNIT-PEER COMMITTEE RECOMMENDATION

#### **Promotion and Tenure**

### **DELETE THIS PAGE BEFORE FINALIZING YOUR FILE**

## USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WLL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

	Printed Name
	Signature Date
Re:	Response to Unit-Peer Committee Recommendation On Promotion and Tenure
Date:	(insert date)
From:	(Insert Name)
To:	Dean and/or Director

Provide additional documents regarding publications if needed.



# CANDIDATE RESPONSE to DEAN/DIRECTOR RECOMMENDATION

#### **DELETE THIS PAGE BEFORE FINALIZING YOUR FILE**

### USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WLL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To:	University Wide Committee	
From:	(Insert Name)	
Date:	(insert date)	
Re:	Response to Dean and/or Director R	ecommendation On Promotion and Tenure
	Signature	
	Signature	Dute
	Printed Name	
Use ad	lditional sheet(s) if necessary	

# **University-Wide Faculty Review Committee Recommendation**

### CANDIDATE RESPONSE to UNIVERSITY-WIDE REVIEW COMMITTEE RECOMMENDATION

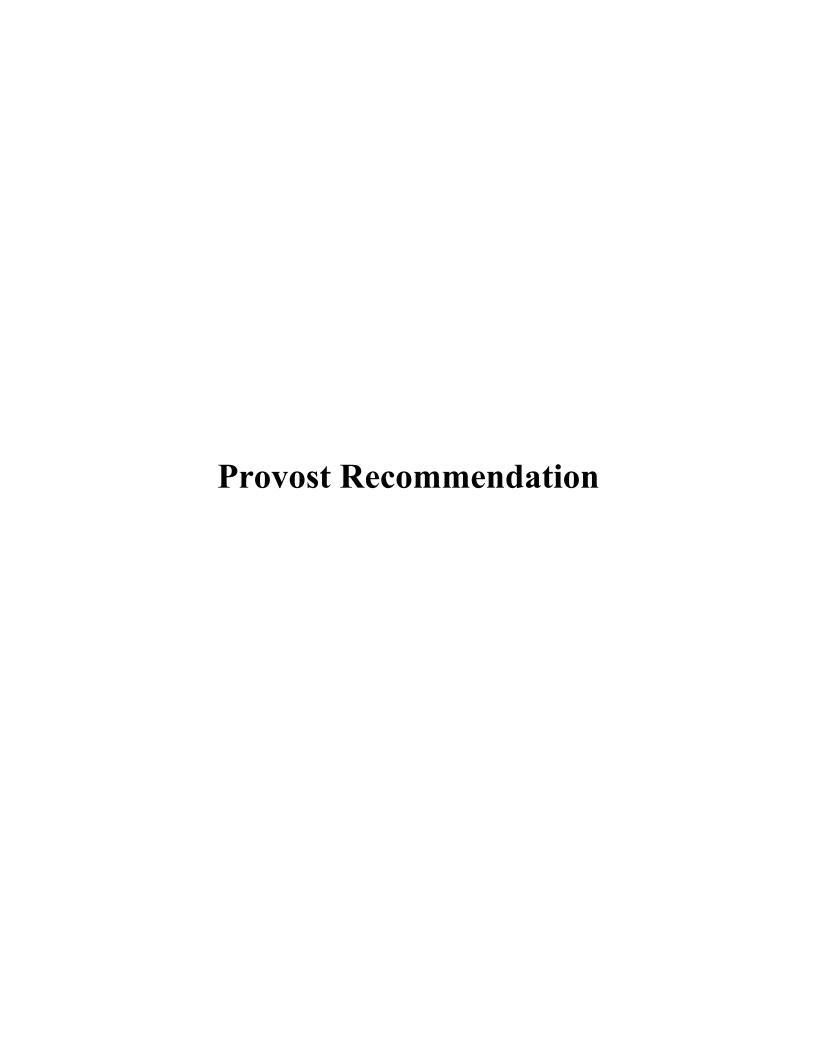
#### **Promotion and Tenure**

### **DELETE THIS PAGE BEFORE FINALIZING YOUR FILE**

### USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WLL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To:	Provost and Executive Vice Chan	cellor Anupma Prakash	
From:	(Insert Name)		
Date:	(insert date)		
Re:	Response to University-Wide Rev Tenure	view Committee Recommendation On Promotion and	nd
	Signature		
	Printed Name		
Use aa	lditional sheet(s) if necessary.		



### CANDIDATE RESPONSE to PROVOST RECOMMENDATION LETTER

#### **Promotion and Tenure**

#### **DELETE THIS PAGE BEFORE FINALIZING YOUR FILE**

### USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN

MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER WHICH WLL BE SENT TO THE FACULTY SERVICES MANAGER AT THE PROVOST'S OFFICE.

To:	Daniel M. White, Chancellor
From:	(Insert Name)
Date:	(insert date)
Re:	Response to Provost Recommendation On Promotion and Tenure
	Signature — Date
	Printed Name
Use ad	lditional sheet(s) if necessary

