Full Name:

____________________________________
Faculty Title: _______________________
Unit: _______________________________
Department: _________________________
Year: _______________________________
Review Type: Tenure Only
TENURE
Materials Checklist

Name: ___________________________ Department: ___________________________

Sections:

1. Tenure Checklist Form
2. Summary of Recommendation Form
3. Faculty Senate Approved Special Unit Criteria (if applicable)
4. Tenure Comprehensive Activities Report
5. Self-Evaluation
6. Peer, Student and External Evaluations (use cover pages and/or bookmarks)
   a) Past evaluations. *If applicable, include the MOA from SWLER &
      UNAC that granted extension to any request for delay/extension of 4th
      year/pre-tenure, or promotion and tenure.
   b) Copies of workloads for period of review.
   c) Student evaluation (IAS& eXplorance Blue) summaries.
   d) Peer evaluation of teaching, if available.
   e) Examples of course syllabi.
   f) Examples/evidence of research/creative activities.
   g) Letters or other external evaluations you have received concerning your
      service activities
   h) 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.
   i) 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
Summary of Recommendation Form
Faculty Senate Approved Special Unit Criteria (*if applicable*)
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.

Do not include here the letters requested by your dean or director; those go in Section 7.
Letters of Support; Miscellaneous
a) Curriculum Vitae
b) External Review Letters (if requested by your dean, director or designee for review)
Unit Peer Committee Recommendation
Tenure

CANDIDATE RESPONSE
to
UNIT-PEER COMMITTEE RECOMMENDATION
To: Dean and/or Director

From: (Insert Name)

Date: (insert date)

Re: Response to Unit-Peer Committee Recommendation On Tenure

_________________________________
Signature

_________________________________
Printed Name

Provide additional documents regarding publications if needed.
Dean/Director Recommendation
Tenure

CANDIDATE RESPONSE

to

DEAN/DIRECTOR RECOMMENDATION
Tenure

To: University Wide Committee

From: (Insert Name)

Date: (insert date)

Re: Response to Dean and/or Director Recommendation On Tenure

_________________________________
Signature

_________________________________
Date

_________________________________
Printed Name

Use additional sheet(s) if necessary
University-Wide Faculty Review Committee Recommendation
CANDIDATE RESPONSE

to
UNIVERSITY-WIDE REVIEW COMMITTEE
RECOMMENDATION
To: Provost and Executive Vice Chancellor Anupma Prakash

From: (Insert Name)

Date: (insert date)

Re: Response to University-Wide Review Committee Recommendation On Tenure

_________________________________________________________
Signature                                          Date

_________________________________________________________
Printed Name

Use additional sheet(s) if necessary.
Provost Recommendation
CANDIDATE RESPONSE

to

PROVOST’S RECOMMENDATION
To: Daniel M. White, Chancellor

From: (Insert Name)

Date: (insert date)

Re: Response to Provost Recommendation On Tenure

_________________________________
Signature

_________________________________
Printed Name

Use additional sheet(s) if necessary
Chancellor Decision