

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 with an updated vita and other supporting documents on file with Unit Head by 12/01
- _____ Letter of recommendation from school/dean/division chair/library director due to Provost by 12/15
- _____ Faculty Promotion Committee Selection Form due to Provost by 12/15
- _____ Recommendation from all tenure-track faculty in unit due to Provost by 12/15
- _____ 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 be 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.