PROMOTION AND TENURE CHECKLIST

__ 1. During the candidate’s fifth year, confirm with the professor that the P&T review will occur in the next year. Encourage candidate to attend workshops on preparing P&T dossiers and direct candidate to University web resources for completing dossiers.

__ 2. In April prior to the review year, meet with the candidate to select list of potential external reviewers. Insure that candidates have no personal or close professional relationship with individuals on the list.

__ 3. Insure qualifications of reviewers.

__ 4. Submit reviewers list to dean’s office for approval. Use your college’s standard procedure.

__ 5. Select and contact at least three reviewers from the list. The external evaluation solicitation letter (template) is letter is found on the Provost’s webpage at: Office of the Provost - Guidelines

As a general rule, ask for review letters by August 15 or so to allow time to review and enter them into the dossier. Candidates do not see external review letters.

__ 5a. Send candidate’s materials to the reviewers.

__ 6. Chair collects or prepares the following information, which is included in the dossier:
   __ f. Teaching evaluations
   __ g. Peer teaching evaluations
   __ h. letters from thesis/dissertations students (optional; no more than three)
   __ i. statement regarding amount of support received by candidate; should show support is comparable to others in the department.
   __ j. Assessment of quality of journals/publishers/creative venues
   __ k. (if applicable) description of outreach program
   __ l. (if applicable) client/peer evaluations of outreach

__ 7. Candidate submits dossier to department (usually early September)

__ 8. Make dossier available to faculty members eligible to vote; Only those faculty at the rank of associate professor and above can vote on promotion to associate professor.

__ 9. Call meeting of eligible faculty members to discuss candidate’s dossier; remind faculty of confidentiality

__ 10. Vote on recommendation for promotion and tenure separately; secret ballots are required
__11. Chair writes a detailed letter that explains the department’s vote and a summary of the candidate’s case. Chair makes a recommendation for tenure and promotion, and the letter is included in the dossier.

Chair includes a tabular accounting of the vote using the following template:

**Vote of the tenured faculty for NAME, DATE**

**For tenure:**
Number of Faculty Eligible to Vote = 17
- present and voting = 12
- present and abstaining = 0
- absent but submitting a written vote prior to the meeting = 4
- absent and not voting = 1 (This response does not count as part of the total vote)
- Vote on recommending NAME for tenure:
  - Yes = 16
  - No = 0
  - Abstain = 0

**For promotion to associate professor or professor:**
Number of Faculty Eligible to Vote = 17
- present and voting = 12
- present and abstaining = 0
- absent but submitting a written vote prior to the meeting = 4
- absent and not voting = 1 (This response does not count as part of the total vote)
- Vote on recommending NAME for promotion to associate professor:
  - Yes = 16
  - No = 0
  - Abstain = 0

__12. Department recommendations and dossier are sent to the Dean’s office; usually in early October.

__13. Recommendations and dossiers are sent to the Provost’s office; usually in early December.

__14. All promotion and tenure deliberations and discussions completed, usually by Spring Break.

__15. Appeals are received, usually by mid- or late March.

__16. Tenure and promotion process is completed usually by late April.