

**Checklist for Candidates**  
**Promotion and Tenure Review Procedure and Statements**

**1. Curriculum Vitae**

- Education and professional positions.
- Brief summary of research/scholarship interests.
- List of graduate courses taught (with semesters), study abroad courses, graduate/postdoctoral fellow supervised, graduate committees, and related activities.
- Summary of grant and contract support.
  - Identify funding agency, grant periods, total amount funded.
  - Clearly identify your role, and the amount of funding to your program, if relevant.
  - Separate in-progress from completed or pending grants/contracts.
- Awards and honors.
- Complete list of scholarship products, separated by category:
  - Refereed
    - Journal articles (published, in press, under review, all separated)
    - Abstracts
    - Proceedings
    - Books and book chapters
    - Patents
    - Original scores
    - Exhibits
    - Performances
    - Works of art
  - Non-refereed
    - Technical reports
  - Invited presentations at national/international conferences (refereed)
  - Posters and presentations (refereed)
  - Invited presentations (non-refereed)
  - Posters and presentations (non-refereed)
  - Other scholarship products not listed here (workshops, extension publications, etc.)
- Documentation of acceptance for in-press or accepted publications.
- Consultancies, professional leaves, international collaborations.
- Professional memberships.
- Service.
  - Administrative service
  - External service (professional service, grant review panels, editorial boards, service to state or community as relevant to scholarship)
  - University service
  - Campus service
  - College service
  - Departmental service
  - Clinical service
  - Community service
- Professional development activities.
- Other elements relevant to specific disciplines.

**2. Statements** (research statements may be required by college; other statements are optional)

- Research/scholarship statement.
- Service statement.
- Context statements as relevant (joint appointment, leadership role, community-engaged scholarship, clinical work, innovation & entrepreneurship, other).

**3. Teaching Portfolio**

- Goals.
- Responsibilities.
  - Percent appointment for teaching
  - Courses, credit hours, enrollments
  - Work with individual students
  - Advising
  - Instructional innovations
  - Extraordinary efforts with special groups of students
  - Use of research in teaching
  - Out-of-class evaluation/assessment activities
  - Instruction-related service
  - Learning about teaching
  - Project requiring non-state funding
- Evaluations.
  - Student evaluations
  - Measures of student learning
  - Peer evaluation
  - Comments from unsolicited student letters
  - Teaching awards
  - Other
- Results/Impacts.
  - Student success
  - Instructional materials produced
  - Contributions to scholarship of teaching
  - Other results, appendix, exhibits

**Checklist for Chairs and Directors:  
Promotion and Tenure Procedures and Statements**

**1. Procedural**

- Describe process used during unit review
- Describe candidate's position (including workload percentages or distribution of duties)
- Describe candidate's tenure clock, if needed
- Make sure all faculty recommendation forms are signed, have checked a recommendation, and provide written rationale for recommendation

**2. For all categories that are relevant, evaluate candidate's contributions to:**

- Teaching
- Refereed scholarship/juried exhibitions or creative products
- Service and leadership roles
- Community outreach/engagement
- Extension programming
- Clinical work
- Innovation and entrepreneurship activities
- Positive working environment
- Administrative contributions
- Other

**3. Internal recommendations and external reviews**

- Summarize faculty recommendations
- Summarize internal & external review letters
- Describe/explain discrepancies between positive and negative recommendations/reviews

**4. Chair or director summary**

- Recommendation
- Justification of recommendation
- Included recommendation and comments of campus chancellor

**5. Review your statement for common mistakes**

- Failure to reach a clear conclusion.
- Failure to address one or more aspects of the job description.
- Reaching a conclusion inconsistent with guidelines without explanation of the difference.
- Reaching a conclusion inconsistent with past progress-towards-tenure or annual reviews without a recent change in the candidate's performance to justify the inconsistency.
- Recommendation vs. the text of your statement support opposite conclusions.
- Failure to address problems in the case. The problems will be noticed. Please address them and provide an explanation for why the problems are or are not critical to the case.
- Excessive repetition or quotations from other documents that are in the file.
- Inaccurate counts of activities. Scholarship that is "in progress" does not count and scholarship that is "in press" is counted only if appropriate documentation is provided.
- Failure to account for the job description, particularly by applying the same standards for scholarship and/or teaching to candidates who have very different percentage assignments to these activities.

**Checklist for Deans' Assistants**  
**Promotion and Tenure Review Procedure and Statements**

**1. Administrative Recommendation Forms**

- All forms are current forms from the Provost's Office website. (*All other forms will be returned.*)
- All fields are completed.
- Files are available in a timely manner to chancellor or VCAA when faculty member is not on the same campus as the dean.
- In case of a secondary appointment, chair/director of the second unit has been consulted.
- In cases of joint appointment, both chairs/directors have completed separate forms.
- Include the number of faculty recommendation forms for each category of recommendation.
- Signature and dates are provided for chair/director, dean, and chancellor or VCAA. In cases where the dean and VCAA disagree, include a separate administrative form from VCAA.
- FOR PROMOTION ONLY: Dean has notified candidate in writing, within 10 working days of decision, about whether the case for promotion will be forwarded to provost.

**2. Candidate's Curriculum Vitae**

- CV included.

**3. Teaching Portfolio**

- All teaching portfolios for health science colleges may use up to 25 pages.
- All other teaching portfolios should be 5 pages maximum.
- Teaching portfolio appendices are moved to the Supporting Materials folder.

**4. Context Statements (e.g. research, service, joint appointments, COVID, other)**

- Each statement is limited to two pages (or a single unified statement with a limit of 6 pages).
- If separate context statements are utilized, they must be saved as separate documents.

**5. Copies of Past Annual Reviews and Intensive Third-Year Reviews**

- FOR TENURE and/or PROMOTION TO ASSOCIATE PROFESSOR: All comprehensive/abridged/intensive reviews from appointment start date, including third-year review.
- FOR PROMOTION TO FULL RANK OR REGENTS PROFESSOR: All annual reviews since last promotion.
- All reviews are fully signed.

**6. External/Internal Review Letters**

- At least 4 letters are included.
- List of reviewers, their titles, universities and a short biographical description (1/2 page at most).
- Candidate's name suggestions are denoted with an asterisk.
- Copy of the letter that is sent to respective reviewers.

**7. Candidate Response(s) to Administrative Reviews**

- Upload notifications to the candidate that the window for response has opened.
- If the candidate submitted a response in either or both of the windows, upload the full response.
- Responses are not to exceed two pages each.

**8. Supporting Materials**

**9. College and Departmental/School Promotion and Tenure Guidelines**

**10. Faculty Recommendation Forms**

- All forms are signed and include written rationale for recommendation.
- Forms are uploaded into the separate Teams channel for faculty recommendations.

*Important reminder: The dossier for faculty members who reside on a different campus than their respective dean needs to be shared with the appropriate chancellor/VCAA in a timely manner.*