



PROMOTION/TENURE RECOMMENDATION CHECKLIST

CANDIDATE'S NAME:

Primary Unit:

Joint Unit:

Adjunct Unit(s):

Current Rank:

Rank After Promotion:

Promotion Action: [] Mandatory [] Non-Mandatory [] Non-Mandatory Early [] Postponed Mandatory

Chair/Director Recommendation: [] Promote [] Postpone [] Deny [] Award of Tenure Only

Dean/Chancellor Recommendation: [] Promote [] Postpone [] Deny [] Award of Tenure Only

Tenure Percent (indicate tenure split if applicable):

Number of years for initial term (if promoting to multi-year eligible title):

Table with 4 columns: Eligible/Affirmative/Negative/Abstain/Absent, DEPARTMENT/UNIT, ADVISORY COUNCIL, AD HOC COMMITTEE (if used)

*Vote counts must add up to the number of eligible voters. See Voting Matrix for promotion/tenure voting guidelines

DOCUMENTATION Please arrange packet contents in the order listed below.

- Checklist items: Promotion/Tenure recommendation checklist, Dean/Chancellor letter, Candidate's confirmation of receipt and response (if submitted) to Dean/Chancellor letter, Advisory council committee report, Candidate's confirmation of receipt of advisory council report (if unfavorable or conflicts with faculty vote), Chair/Director letter, Candidate's confirmation receipt and response (if submitted) to faculty report, Joint chair/director letter (if applicable), Adjunct chair/director concurrence (if applicable), Unit committee report (if applicable), Candidate's confirmation of receipt and response (if submitted) to committee report, Candidate self-assessment, CV and bibliography, 3-5 external letters of evaluation, Teaching evaluations (peer) - Required each year for assistant professors and lecturers, every 3 years for associate professors; also required in year leading up to promotion, Course teaching evaluations (student) - Minimum of 1 course/year in any year of teaching