DATE: _____

PROMOTION AND/OR TENURE CHECK LIST

CANDIDATE: _____

CURRENT RANK: _____

PROMOTION TO: _____

UA CBA applies to this position: ◯ YES ◯ NO ◉ UNKNOWN

SCHOOL/COLLEGE: _____

DEAN: _____

DEPARTMENT: _____

DEPARTMENT HEAD: _____

Required Promotion & Tenure File Items

- ☐ Promotion & Tenure Criteria
- ☐ Dean's Evaluation
- ☐ School/College Personnel Committee Recommendation
- ☐ Department Head's Evaluation
- ☐ Department Committee Recommendation
- ☐ Letters of Evaluation
- ☐ Vita
- ☐ Candidate's Statement
- ☐ Statement of Waiver or Non-waiver
- ☐ Duties and Responsibilities
- ☐ Conditions of Appointment
- ☐ Teaching Evaluations

Outside Letters	Date Requested	Date Received	Proposed by Candidate
REQUESTED BY DEPARTMENT: (INCLUDE DECLINATIONS)			
REQUESTED BY DEAN:			
LETTERS NOT SOLICITED BY DEPARTMENT OR DEAN:			

Inside Letters	Date Requested	Date Received	Proposed by Candidate
REQUESTED BY DEPARTMENT:			
REQUESTED BY DEAN:			
LETTERS NOT SOLICITED BY DEPARTMENT OR DEAN:			

Supplemental Materials *(Include in Separate file(s))*

- ☐ Supplementary Teaching Evaluation Data (comment if wish:) _____
- ☐ Teaching Portfolio and Service Portfolio (comment if wish:) _____
- ☐ Supporting documents and materials of Scholarship, Evidence of Professional Activities, Evidence of Equity and Inclusion activities *(Publications, Reprints, Reviews, Papers, Performance, etc.)* (comment if wish:) _____

Please provide a table of contents at the front of each supplemental notebook, binder, Pendaflex, box, or other container.

Revised 7/2015