

CHECKLIST FOR YEARS 1 AND 2 PACKET FOR AY 2017-2018

CANDIDATE INFORMATION 1.1

- ____ History Sheet – 1.1.a_History_Sheet
- ____ Department Expectations -1.1.b_Departmental_Expectations
- ____ Offer Letter – 1.1.c_Offer_Letter (Note: with salary redacted)
- ____ Job Description (with all signatures) 1.1.d_Job_Description
- ____ Vitae – 1.1.e_Vitae
- ____ Candidate Narrative – 1.1.f_Candidate_Narrative

DEPARTMENT LEVEL REVIEW 1.2

- ____ Letter from candidate clarifying who can vote – 1.2.a_Voting_Rights
- ____ Department Votes and Comments – 1.2.b_Department_Votes_Comments
- ____ Department Head Comments – 1.2.c_Department_Head_Comments
- ____ Candidate Acknowledgement – 1.2.d_Candidate_Acknowledgement_Department
- ____ Candidate Response (optional) – 1.2.e_Candidate_Repsonse_Department
- ____ Review by director (where applicable, e.g., in cases of some joint appointments) – 1.2.f_Review_by_Director_Joint_Appointment

COLLEGE TENURE AND PROMOTION COMMITTEE REVIEW 1.3

- ____ College Committee Votes and Comments – 1.3.a_College_Votes_Comments
- ____ Department Head and Dean Evaluation – 1.3.b_Department_Head_Deans_Evaluation
Department Head completes form and submits to Dean as Word document which is then converted to PDF after the Dean completes their evaluation.
- ____ Dean Comments – 1.3.c_Deans_Comments
- ____ Candidate Acknowledgement – 1.3.d_Candidate_Acknowledgement_College
- ____ Candidate Response (optional) – 1.3.e_Candidate_Repsonse_College

TEACHING 1.4

- ____ List of all courses taught at the university (including credits) – 1.4.a_Courses-Taught
- ____ Summary of Student Evaluations by Department Head (in accordance with UW Reg 5-803) - 1.4.b_Summary_Student_Evals
- ____ Peer Evaluations – 1.4.c_Peer_Evals (FOLDER)
____ Peer_Evals_Number_Mo/Yr (e.g. Peer_Evals_1_11/16)
- ____ Deans may request raw data (in accordance with UW Reg 5-800) – 1.4.d_Raw_Data (FOLDER)
Please include raw data in any contested or early case.
____ CoursePrefix_CourseNumber_Section_Semester_Year (e.g. ABCD_1234_01_Fall_2016)

EXTERNAL LETTERS (see UW Reg 5-803) (include when applicable) 1.5

- ____ Candidate's letter waiving right to see the external letters - 1.5.a_Waiver
- ____ Summary of process used to solicit letters, including letter of solicitation – 1.5.b_Summary_Process
- ____ External Letters - 1.5.c_External_Letters (FOLDER)
____ Letter_Number (e.g. Letter_1)
- ____ Qualifications of people writing the letters – 1.5.d_External_Credentials (FOLDER)

SUPPORTING DOCUMENTS (include when applicable) 1.6

- ____ Publications (clearly indicating publication status and whether refereed) – 1.6.a_Publications (FOLDER)
____ Pub_Number_Year (e.g. Pub_1_2016)
- ____ Grants, presentations, professional service – 1.6.b_Grants_presentations_service (FOLDER)
- ____ Creative work (clearly indicating whether juried) – 1.6.c_Creative_Works (FOLDER)
- ____ Denied Proposals – 1.6.d_Denied (FOLDER)
- ____ Professional Service – 1.6.e_Professional_Service (FOLDER)
- ____ Professional Development – 1.6.f_Professional_Development (FOLDER)

UNIVERSITY TENURE AND PROMOTION COMMITTEE REVIEW (include when applicable) 1.7

- ____ University Committee Votes and Comments – 1.7.a_University_Votes_Comments

____Candidate Acknowledgement – 1.7.b_Candidate_Acknowledgement_University
____Candidate Response (optional) – 1.7.c_Candidate_Repsonse_University

____**OTHER INFORMATION/COLLEGE SPECIFIC DOCUMENTS** (optional) 1.8(FOLDER)