CHECKLIST FOR PACKET I

\_\_\_\_\_**HISTORY SHEET**

\_\_\_\_\_**DEPARTMENT EXPECTATIONS**

\_\_\_\_\_**OFFER LETTER** (Note: with salary redacted)

\_\_\_\_\_**JOB DESCRIPTION** (with all signatures)

\_\_\_\_\_**CANDIDATE NARRATIVE**

\_\_\_\_\_**EVALUATION FORM AND COMMENTS**

\_\_\_\_\_Ratings by department head

\_\_\_\_\_Ratings by dean

\_\_\_\_\_Review by director (where appropriate, e.g., in cases of some joint appointments)

\_\_\_\_\_Recommendation by department head (written after departmental vote)

\_\_\_\_\_Recommendation by dean (written after T&P committee’s vote)

\_\_\_\_\_Signature of candidate after department head’s recommendation

\_\_\_\_\_Signature of candidate after dean’s recommendation

\_\_\_\_\_**COLLEGE TENURE AND PROMOTION COMMITTEE RECOMMENDATIONS**

\_\_\_\_\_Vote tally

\_\_\_\_\_Reasons (typed and sorted by positive and negative votes)

\_\_\_\_\_**DEPARTMENT RECOMMENDATIONS**

\_\_\_\_\_Vote (indicating rank and tenure status of voters)

\_\_\_\_\_Reasons (typed and sorted by positive and negative votes)

\_\_\_\_\_Letter from candidate clarifying who can vote

\_\_\_\_\_**CANDIDATE’S RESPONSE TO COMMENTS** (optional)

\_\_\_\_\_**RESULTS FROM PREVIOUS DECISIONS** (organized by year)

\_\_\_\_\_Evaluation forms

\_\_\_\_\_Department head’s comments

\_\_\_\_\_Dean’s comments

\_\_\_\_\_Department votes and comments

\_\_\_\_\_College tenure and promotion committee votes and comments

\_\_\_\_\_University tenure and promotion committee votes and comments, if applicable

\_\_\_\_\_**SUPPORTING DOCUMENTS** (complete vitae including all of the following)

\_\_\_\_\_Publications (clearly indicating publication status and whether refereed)

\_\_\_\_\_Creative work (clearly indicating whether juried)

\_\_\_\_\_Grants, presentations, professional service

\_\_\_\_\_Honors and awards

\_\_\_\_\_**LIST OF ALL COURSES TAUGHT AT THE UNIVERSITY** (including credits)

\_\_\_\_\_**SUMMARY OF STUDENT EVALUATIONS** (in accordance with UniReg 5-800)

\_\_\_\_\_Deans may request raw data in accordance with UniReg 5-800.3.g.

\_\_\_\_\_Please include raw data in any contested or early case.

\_\_\_\_\_Peer Teaching evaluations

\_\_\_\_\_Other sources of information that demonstrate teaching effectiveness/

\_\_\_\_\_**OTHER INFORMATION** (optional)

\_\_\_\_\_Unsolicited reviews

\_\_\_\_\_Unsolicited letters of recommendation or recognition

\_\_\_\_\_Solicited letters from students

\_\_\_\_\_**EXTERNAL LETTERS** (see UniReg 5-803)

\_\_\_\_\_Candidate’s letter waiving right to see the external letters

\_\_\_\_\_Summary of process used to solicit letters, including letter of solicitation

\_\_\_\_\_Summary of qualifications of people writing the letters

#### DESCRIPTIONS OF PACKETS II AND III

Packets II and III are to be prepared by the candidate and made available to voting faculty within the candidate’s department. They need not be forwarded to the Dean’s office or to Academic Affairs unless requested.

PACKET II

This packet should contain one copy of each of the faculty member’s publications. Where this is impractical because of volume, please indicate how they can be accessed. Please include off-prints (reprints) of any journal articles. Photocopies of published material are acceptable. Please do not include unpublished manuscripts unless they are accepted for publication. Also include photocopies of all funded grant proposals. Books, laboratory manuals, and classroom teaching materials should be submitted.

# **PACKET III**

This packet should contain any additional information that the faculty member wishes to submit. Examples include such items as teacher ratings other than those requested in Packet I or more than three years old, course outlines, community service activities not related to the University position, non-funded research proposals, and so forth. Candidates should exercise judgment and include only materials that are appropriate to the decisions that their colleagues must make.