

**Checklist of Required Materials For Faculty Tenure**

Please check one:       Tenure       Tenure/Promotion

- \_\_\_ 1. Applicant's Contract (the Contract should also include a copy of the Applicant's Curriculum Vita)
- \_\_\_ 2. Provost's Statement of Eligibility
- \_\_\_ 3. Application for Tenure: Two to three page introduction and overview with special attention paid to specific qualifications for tenure and promotion based on activities and development within the areas of teaching, professional development, and service.
- \_\_\_ 4. Annual Chair's Evaluation with Self-Evaluations Appended for the last three (four if also applying for promotion) years.
- \_\_\_ 5. Letters of Support (maximum of five)
- \_\_\_ 6. Summary of Evidence of Effective Teaching: This is an opportunity for the candidate to describe his/her teaching methodology, innovations, improvements, successes, and failures as well as curricular and program developments and revisions.
- \_\_\_ 7. Supporting Evidence of Effective Teaching: The evidence might come in many forms but must at least include a) Some course materials developed by the applicant, b) Clear and understandable summaries and analyses of student evaluations for the last three years, and c) Actual student evaluations, in the students' own handwriting if available, for the previous teaching semester. (If original student evaluations are not available for open-ended evaluation questions, an explanation should be provided.) A brief description of the evaluation process—when it occurred, under what circumstances, etc.—would also be helpful.
- \_\_\_ 8. (Optional) Statement of Additional Duties. This is an opportunity for faculty who have responsibilities and duties related or in addition to teaching, including advising or mentoring or additional administrative duties which are part of their job expectations but outside the realm of full-time teaching, to describe those responsibilities and provide evidence as to their effectiveness in these additional roles.
- \_\_\_ 9. Summary and Evidence of Professional Development. The candidate should summarize professional development activities. The candidate should focus special attention on the three most significant accomplishments since the applicant's appointment to a tenure-track position and the ways in which those activities enhance the candidate's qualifications as a teacher and scholar.
- \_\_\_ 10. Summary of Evidence of Service. Candidate should summarize service to the department, school, university, and community, with special attention paid to identifying and explaining the candidate's three most significant service contributions since his/her appointment to a tenure-track position.
- \_\_\_ 11. Addend. The candidate may elect to include additional pertinent information, which falls outside the categories identified above.
- \_\_\_ 12. Note: Applicants should limit the material they submit to a single 2" binder if at all possible.

**Revised and Approved by Faculty Senate on 2/7/2003, 11/10/2014; Approved by Provost on 9/25/2003, 9/29/2010, 11/10/2014 Revision made by editor to establish consistency between this checklist and the sabbatical leave policy – 9/29/2010; Revision made by editor to enhance timeline for tenure decisions and promotion applications made simultaneously – 8/28/2015**

**Additional Comments:**