

Promotion and Tenure Binder Checklist for _____

MAIN BINDER

- ___ Binder front and spine labeled; tabs and sub-tabs; page reinforcements on first and last pages
- ___ **Summary Cover Sheet for Promotion**
 - ___ Chair/Dean and Candidate Signatures
 - ___ Reasons for Negative Ballots (Promotion)
- ___ **Summary Cover Sheet for Tenure**
 - ___ Chair/Dean and Candidate Signatures
 - ___ Reasons for Negative Ballots (Tenure)
- ___ **Agreements to Adjust Tenure Status** with Dean's signature
- ___ **Early Tenure Agreement** with Dean's signature
- ___ **Dean's Letter**
- ___ **Chair's Letter**
- ___ **Outside Letters**
 - ___ Solicitation Process
 - ___ Cover Sheet for each letter
 - ___ Copy of Letter to reviewer
 - ___ Original Letter from reviewer
- ___ **Statement of Adherence**
 - ___ Chair's and Dean's Signatures (both required, if applicable)
- ___ **Curriculum Vitae**
 - ___ Follow template provided in annual memo
 - ___ Indicate articles as *Submitted*, *In Press*, or *Published*
 - ___ Description of all *Published* work for period being evaluated; identify co-authors, their institutions, and if journal is refereed or non-refereed
 - ___ Attach acceptance letters for all *In Press* work
 - ___ Indicate presentations as *State or Local*, *Regional*, *National*, or *International*
- ___ **Assignments of Responsibilities** for period being evaluated, include current year
- ___ **List of Courses Taught**, including assigned percentage of effort for each course for preceding 3 years, including DIS, Seminar, Dissertation, Thesis, and Summer courses

Evidence on Teaching

- ___ **Candidate's Teaching Statement**
- ___ **SUSSAI/SPOT Summary Form**
 - ___ SUSSAI/SPOT reports for past 3 years, include Summer courses
- ___ **Peer Evaluations of Teaching** (at least one)
- ___ **Selected Syllabi or Course Material**, may include sample exams, lectures, guides

MAIN BINDER (continued)

- ___ **Other Teaching Evidence**, may include graduate committees, awards, other responsibilities
- ___ **Unsolicited Letters**, only if referred to in candidate's statement
- ___ **Evidence on Scholarly or Creative Activity**
 - ___ **Candidate's Scholarly or Creative Activity Statement**
 - ___ **Two/Three Articles** (also include copy in Publications binder)
 - ___ Attach acceptance letters for all *In Press* work
 - ___ **Other Scholarly or Creative Activity Evidence**
 - ___ List of works in progress
 - ___ External Funding
 - ___ Selected papers presented
 - ___ **Unsolicited Letters**, only if referred to in candidate's statement
- ___ **Evidence on Service**
 - ___ **Candidate's Service Statement**
 - ___ **Other Service Evidence**, may include service in the Department, College, University, discipline, community, or professional groups
 - ___ **Annual Evaluations** for period being evaluated
 - ___ Progress towards Tenure letters (since 05/06)

PUBLICATIONS OR CREATIVE ACTIVITY BINDER

- ___ Binder front and spine labeled; tabs and sub-tabs; page reinforcements on first and last pages
- ___ Confirm all appropriate articles in vita are in publications binder
- ___ Attach acceptance letters for all *In Press* work

In Press Articles			
Title	Vita	Evidence	Pubs