

Checklist for Promotion and Tenure Review

Faculty Name _____

Please include updated checklist with materials as they are forwarded from the department to the college and to the Provost Office.

Date Completed

- _____ External letters requested. (5.3.3.1)
- _____ Department P&T committee review and vote (5.2.4.1.; 5.2.4.2.; 5.3.3.2)
- _____ Department faculty review and vote (if applicable) (5.2.4.1.; 5.2.4.2.; 5.3.3.2)
- _____ Review by secondary department or program (if applicable) (5.2.4.2.2)
- _____ Department chair review (5.2.4.2.4.; 5.3.3.2)
- _____ Prior to sending the dossier to the college, the chair notifies candidate in writing of department recommendation (5.2.4.2.5). A statement of reasons must be offered for negative recommendations.
- _____ Candidate given opportunity to review the factual information, i.e., Tabs 1 and 2. (5.2.4.2.6)
- _____ Materials forwarded to college (Tabs 1, 2, 3, and 5)
- _____ College P&T committee recommendation/s forwarded to dean (5.2.4.3.2)
- _____ Dean notifies candidate in writing of dean's recommendation (5.2.4.3.3). If contrary to the department, chair or college P&T committee recommendations, a summary of reasons is required.
- _____ Dean forwards materials to Provost
- _____ Provost notifies candidate in writing of Provost's recommendation (5.2.4.4.1). If contrary to the dean's recommendation, a summary of reasons is required.

Updated February 2012