

## Checklist for Promotion and Tenure Review

Include this checklist with candidate materials forwarded from the department and the college to the Office of the Senior Vice President and Provost.

Candidate Name: \_\_\_\_\_

| Date Completed | Task   |
|----------------|--|
|                | Department reviewers (including promotion and tenure committee members) have been surveyed for conflicts of interest and any conflicts of interest have been addressed.                                  |
|                | External letters requested (Faculty Handbook (FH) 5.3.3.1)   |
|                | Department P&T committee review and vote (FH 5.2.4.1; FH 5.2.4.2; FH 5.3.3.2)  |
|                | Department faculty review and vote (if applicable) (FH 5.2.4.1; FH 5.2.4.2; FH 5.3.3.2)  |
|                | Secondary department or program review (if applicable) (FH 5.2.4.2.2)  |
|                | Department chair review (FH 5.2.4.2.4; FH 5.3.3.2)   |
|                | Department chair notifies candidate in writing of department recommendation (FH 5.2.4.2.5) prior to sending dossier to college. A summary of reasons is required for negative recommendations.           |
|                | Candidate given opportunity to review the factual information (i.e., Tabs 1 and 2) (FH 5.2.4.2.6)  |
|                | Materials forwarded to college (Tabs 1, 2, 3, and 5)   |
|                | College P&T committee recommendation(s) forwarded to dean (FH 5.2.4.3.2)   |
|                | Dean notifies candidate in writing of dean's recommendation (FH 5.2.4.3.3). If contrary to the department, department chair, or college P&T committee recommendations, a summary of reasons is required. |

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|  | Dean's Office completes voting record and reviews for accuracy.   |
|  | Late-developed information, if applicable, is forwarded to the Provost's Office with the candidate's materials.   |
|  | Dean forwards materials to Provost's Office.  |
|  | Provost notifies candidate in writing of their recommendation (FH 5.2.4.4.1). If contrary to the dean's recommendation, a summary of reasons is required. |

*Updated June 2024*