

## Checklist for Post-Tenure Review

The faculty member and the department may use this checklist to ensure that all tasks are completed for Post-Tenure Review. There is no expectation to include this checklist in the faculty member's portfolio. This checklist is for department-level use only.

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

Date Completed	Tasks as outlined in the Faculty Handbook 5.3.4 Post-Tenure Review Policy
	The department chair met with the Post-Tenure Review (PTR) committee members and outlined the committee's charge.
	The department chair surveyed PTR committee members for conflicts of interest and addressed any conflicts of interest.
	PTR committee reviewed the faculty member's materials and submitted a report to the department chair.
	The department chair reviewed the PTR committee's report.
	The department chair discussed the PTR report and the committee's recommendations with the faculty member.
	The department chair provided a cover letter and the PTR report to the college dean. The department chair forwarded PTR materials to the college.
	The college dean reviewed the PTR materials, report, and recommendations for consistency and thoroughness.
	The college dean forwarded PTR materials to the Office of the Senior Vice President and Provost.
	Senior Vice President and Provost reviewed the PTR materials, report, and recommendations for consistency and thoroughness.

*Revised March 12, 2025*