

## TENURE PROCESS CHECKLIST FOR CHAIRS, DIRECTORS AND DEANS

All materials submitted by faculty must be made available to the department tenure committee (DTC), and reviewed by the DTC and the chair/director. At the department level, after the review by the chair/director, material for each candidate must be organized as an abbreviated file. **The abbreviated file must be in a file folder labeled with the person's name, college, department, and type of review (2nd, 4th, 6<sup>th</sup>, or other mandated review). The material in the folder must appear in the sequence listed in point 1 below.**

- \_\_\_\_\_ 1. File folder
  - \_\_\_\_\_ Cover sheet (next page, filled out, with all conditions clearly articulated)
  - \_\_\_\_\_ Checklist (this form)
  - \_\_\_\_\_ Letter from the Dean for current review
  - \_\_\_\_\_ Letter from the Chair/Director for current review
  - \_\_\_\_\_ Letter from the Department Tenure Committee for current review
  - \_\_\_\_\_ Copies of all DTC, Chair/Director, and Dean letters from previous tenure reviews
  - \_\_\_\_\_ Focused personal statement (if available)
  - \_\_\_\_\_ Up-to-date curriculum vitae
  - \_\_\_\_\_ Documentation:
    - \_\_\_\_\_ a. Summary of student ratings (should be comprehensive)
    - \_\_\_\_\_ b. Copy of student rating form (pre-ICES form and ICES form)
    - \_\_\_\_\_ c. Other material (e.g., student comments, materials addressing conditions from previous reviews, letters of recognition/awards, notification of grants/contracts)

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Regarding letters written in the review process, please note the following:

- \_\_\_\_\_ 2. Letter from the department tenure committee must include recommendation as well as identify and evaluate strengths and weaknesses in:
  - \_\_\_\_\_ a. Professional competence
  - \_\_\_\_\_ b. Professional recognition [may not be applicable to faculty specialists]
  - \_\_\_\_\_ c. Professional service
  - \_\_\_\_\_ d. Other appropriate concerns
  
- \_\_\_\_\_ 3. Letter from the chair/director must include recommendation as well as identify and evaluate strengths and weaknesses in:
  - \_\_\_\_\_ a. Professional competence
  - \_\_\_\_\_ b. Professional recognition [may not be applicable to faculty specialists]
  - \_\_\_\_\_ c. Professional service
  - \_\_\_\_\_ d. Other appropriate concerns

Some deans may request the complete file. If so, send the abbreviated file, as organized in point 1, with the rest of the material. The abbreviated file is what will be send forward to the Office of the Provost, once the dean's letter has been included.

- \_\_\_\_\_ 4. Letter from the dean must include recommendation as well as identify and evaluate strengths and weaknesses in:
  - \_\_\_\_\_ a. Professional competence
  - \_\_\_\_\_ b. Professional recognition [may not be applicable to faculty specialists]
  - \_\_\_\_\_ c. Professional service
  - \_\_\_\_\_ d. Other appropriate concerns

As always, the department keeps all material until the recommendations have been acted upon by the Board of Trustees.