

PROMOTION AND TENURE PROCEDURES CHECKLIST

This checklist must be included in all promotion and tenure dossiers. It is to be completed in a sequential manner as the dossier progresses from chairperson to department committee to chairperson to college dean to the Provost and Vice President for Academic Affairs. The chairperson and dean are to indicate compliance by affixing his/her initials and the date in the space provided.

Name of Candidate: _____

Dept / College: _____

TO BE COMPLETED BY THE CHAIRPERSON

INITIALS/DATE

Prior to forwarding the dossier to the departmental promotion and tenure committee:

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| 1. | I indicated in the dossier which duties were assigned and which were not. | 1. _____ |
| 2. | I included in the dossier a breakdown of the proportions of the candidate's assignments that were devoted to teaching, scholarship and service. | 2. _____ |

TO BE COMPLETED BY THE CHAIR OF DEPARTMENT COMMITTEE

Prior to returning the dossier to the department chairperson:

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| 1. | I provided the candidate with a copy of our assessment and recommendation. | 1. _____ |
| 2. | I provided the candidate an opportunity to submit a written response and have included it and our assessment and recommendation in the dossier. | 2. _____ |

TO BE COMPLETED BY THE CHAIRPERSON

Prior to forwarding the dossier to the college dean:

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| 1. | I reviewed all procedural and substantive matters for completeness and attest that the committee has met its responsibilities. | 1. _____ |
| 2. | If candidate is pursuing tenure, I have included with my recommendation a poll of the tenured members of the department. | 2. _____ |
| 3. | I met with the candidate, gave him/her a copy of my assessment and recommendation, and discussed both my assessment and that of the departmental committee with him/her. | 3. _____ |
| 4. | I provided the candidate an opportunity to submit a written response and have included it and my assessment and | 4. _____ |

recommendation in the dossier.

5. I sent a copy of my assessment and recommendation to the chair of the department promotion and tenure committee. 5. _____

TO BE COMPLETED BY THE DEAN OF THE COLLEGE

Prior to forwarding the dossier to the Provost and Academic Vice President:

1. I have verified that the department committee and chairperson have observed their own by-laws and all other relevant policies and procedures. 1. _____
2. The recommendations of the committee and department chairperson (a) agree, (b) disagree. **Circle (a) or (b).** If they disagreed, I met jointly with the committee and the chairperson to consider procedural and substantive issues contained in their arguments. 2. _____
3. I have provided the opportunity for the candidate to meet with me to discuss the outcome of the reviews and to correct any misunderstanding or misinformation. 3. _____
4. I provided the candidate with a copy of my assessment and recommendation. 4. _____
5. I provided the candidate an opportunity to submit a written response and have included it and my assessment and recommendation in the dossier. 5. _____
6. I sent a copy of my assessment and recommendation to the chair of the department and the chair of the department promotion and tenure committee. 6. _____
7. If this is a case in which my recommendation differs from the departmental chair, the departmental committee, or both, I have specifically pointed it out in my summary letter to the Vice President. 7. _____

TO BE COMPLETED BY THE PROVOST AND ACADEMIC VICE PRESIDENT

Prior to forwarding the dossier to the University P & T Committee:

1. I have verified that the department committee, chairperson, and dean have observed their own by-laws and all other relevant policies and procedures. 1. _____
2. The recommendations of the committee, department chairperson, and dean (a) agree, (b) disagree. **Circle (a) or (b).** 2. _____

If they disagreed, I met jointly with the committee, the chairperson, and the dean to consider procedural and substantive issues contained in their arguments.

TO BE COMPLETED BY THE CHAIR OF UNIVERSITY P&T COMMITTEE

Prior to returning the dossier to the Provost and Academic Vice President:

1. I provided the candidate with a copy of our assessment and recommendation. 1. _____
2. I provided the candidate an opportunity to submit a written response and have included it and our assessment and recommendation in the dossier. 2. _____
3. This recommendation has been included in an accounting, to be given to the Faculty Association, of the number of positive and negative recommendations in each category for promotion and for tenure. 3. _____

TO BE COMPLETED BY THE PROVOST AND ACADEMIC VICE PRESIDENT

Prior to forwarding the dossier to the President:

1. I have met with the University Committee to discuss this candidate's dossier. 1. _____
2. I have provided the candidate with a draft of my assessment and recommendation. 2. _____
3. I have provided the candidate an opportunity to submit a written response to my draft assessment and recommendation. 3. _____
4. I have provided the opportunity for the candidate to meet with me to discuss his/her qualifications and the procedures used in consideration of his/her case. 4. _____
5. I provided the candidate with a copy of my final assessment and recommendation. 5. _____
6. I provided the candidate an opportunity to submit a written response and have included it and my assessment and recommendation in the dossier. 6. _____
7. I sent a copy of my assessment and recommendation to the dean of the college, chair of the department, chair of the department promotion and tenure committee, and chair of the University Committee. 6. _____
8. This recommendation has been included in a report, to be given to the Faculty Association, delineating my positive and 7. _____

negative recommendations in comparison with those of the University Committee, for promotion and for tenure and by rank within promotion.

TO BE COMPLETED BY THE PRESIDENT

Prior to returning the dossier to the candidate:

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| 1. | I notified the candidate in writing of the action taken on his/her application. | 1. _____ |
| 2. | I sent a copy of my notification to the Vice President, dean of the college, chair of the department, chair of the department promotion and tenure committee, and chair of the University Committee. | 2. _____ |
| 3. | I provided the candidate an opportunity to request in writing

a statement of the reasons for a negative decision. | 3. _____
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| 4. | A statement of the reasons for a negative decision has been provided to the candidate, in response to his/her written request. | 4. _____ |
| 5. | If the candidate was pursuing tenure, he/she has been notified of the Board ' s decision. | 5. _____ |