

PROMOTION & TENURE PACKET ORDER

Required documentation submitted in [Elements](#)

Packet Item	Notes/Reminders
<p>A. Applicant Provided Information (section completed by can reviewed from oldest to most recent)</p> <p>-Research statements</p> <p>-C.V.</p> <p>-Evidence of scholarship and teaching</p>	<p>X Additional College of Science Requirements:</p> <ul style="list-style-type: none"> - Research Statement - Teaching Portfolio <ul style="list-style-type: none"> o Teaching Statement o Mentoring Statement o Peer Evaluations of Teaching <ul style="list-style-type: none"> <i>f</i> Min. 2 for promotion & tenure candidates (Asst to Assoc) <i>f</i> Min. 1 for tenure-track Assoc Professors or Professors <i>f</i> Min. 1 for promotion of previously tenured faculty o The following items are to be provided for anyone going up for the Associate Professor rank: <ul style="list-style-type: none"> <i>f</i> Report of Student Evaluations (template) <i>f</i> Summary of Graduate Student Thesis/Dissertation Supervision <i>f</i> Record of supervision in Undergraduate Research <i>f</i> Optional: Additional Items (syllabi, evidence of participation in workshops to improve teaching, etc.).

<p>C. Evaluation by Tenured/Senior Department Faculty (section completed by department)</p>	<ul style="list-style-type: none"> x The criteria for the report of a department's recommendation are defined in section IV.E.1.d.ii. of PS 36T. x Whenever the faculty panel arrives at a recommendation, attach the following documents: <ol style="list-style-type: none"> 1. Recommendation by Department Report : The current distribution of academic staff within the department with the vote of the eligible voting faculty (Review Appendix A in PS 36T for a table illustrating the composition of the eligible voting faculty). Required. 2. Written/signed Promotion & Tenure Committee Report (majority report). Required. May include: Analysis and explanations, as needed, with regard to letters from outside experts, in cases when those are included. All materials in which the content of those letters are revealed or their authors identified will be presented separately and kept confidential to the extent possible as required by PS-40 and applicable law. -An account of the important factors underlying the panel's recommendation, including minority views, with written statements by those supporting a minority viewpoint when they so choose.
<p>D. Evaluation by Chair/Department Head (section completed by department)</p>	<ul style="list-style-type: none"> x The chair should attach their written/signed statement indicating their recommendation, explaining as necessary the terms of the contract (you are only attaching information to this section, do NOT write anything in the Review box). x If teaching is included within faculty responsibilities, evidence of tenure-worthy teaching must be included in the chair's letter of support (ex. summary of past student evaluations, teaching awards, and success of former students).
<p>E. Secondary Unit Report, if applicable (section completed by department)</p>	<ul style="list-style-type: none"> x Al/mfVæF †• 06672>c 10W nD ÅÅ V%pW öærfM)52>910646776178 06169>le

<p>H. Candidate's Letter of Response/Rebuttal to Dean Recommendation, if applicable (section completed by candidate)</p>	<ul style="list-style-type: none">x This section serves as the candidate's acknowledgement of receipt of evaluation by the dean. The candidate should read the report and recommendation with regard to their appointment. The candidate must select the + button under the 'Candidate's Right of Response or Rebuttal' section and select 'yes' or 'no' to indicate their response.x If a meeting with the dean occurs, the candidate has 10 calendar days after the meeting to submit a formal response to the unit leader and the dean for inclusion in the file. If the candidate elects not to meet with the dean, the candidate will have 10 calendar days from the receipt of the dean's letter to submit a formal response for inclusion in the file. Attach the response below and move the Promotion & Tenure packet to the unit leader.x If the candidate does not have a formal response, the candidate should submit the application to Academic Affairs Review via the 'SUBMIT' button.
--	---

Revised 9/3/2024