

Name of Faculty Member: _____

12.01.99.00.01 Appendix A

Dean's Office Checklist for Promotion and/or Tenure Application

Please verify that all items listed are included by placing an 'X' or 'N/A' on each line.
Sign and submit this form as Appendix A in the electronic dossier.

Section I: Recommendation Signature Page

'X' or 'N/A'

All appropriate signatures included _____

P&T Committee Members _____

Department Chair _____

Dean _____

All votes recorded (before and after hearings) _____

Section II: Appointment History Form

- Form is complete, including five-year appointment history table _____

- Addendum explaining any variations from original appointment _____

Section III – Dossier Checklist _____

Section III (a) – Appointment _____

1. Initial letter of appointment _____

2. Annual evaluations since first appointment or previous promotion, whichever is later, OR explanatory letter from chair if such documents do not exist _____

3. For tenure-seeking candidates – the departmental mid-term or probationary review OR explanatory letter from chair if such a document does not exist _____

4. Provost's letter approving any extension(s) of the probationary period OR if a probationary extension was granted and not used, the provost's letter returning the tenure clock to the original schedule
5. For tenured faculty, the post-tenure review(s), if applicable
6. The complete CV

Section III (b) – Teaching/Scholarship of Teaching

1. Summary of teaching achievements
2. The completed Course Evaluation Report
3. Summary and evaluation of student advising
4. Peer teaching reviews
5. Description of involvement in campus-wide teaching initiatives

Section III (c) – Research/Scholarship/Creative Activities

1. Description of scholarly/creative activities accomplishments (no more than three pages)
2. Bibliographic list of all types of scholarly and creative activity products with web links where available
3. Details on grants

Section III (d) – Service and/or Administration

Overall description of service responsibilities for the department, division/college, campus, system, and state, and at regional, national and international level

Section IV – Unit Procedures and Recommendation Letters

1. Complete set of departmental guidelines for promotion and tenure

2. Recommendation letter from the department chair

3. Report of process, votes, issues from appeal at any level including any additional documents provided by candidate for appeal

Section V – College Recommendation Letters and Procedural Summaries

1. Letter from college promotion and tenure committee

2. Recommendation letter from the Dean

Signature of Person in Dean's Office Verifying Completeness

Paper and/or Electronic
Application for Promotion
and/or Tenure

12.01.99.00.01 Appendix B: Portfolio Table of Contents

TABLE OF CONTENTS

1 APPOINTMENT

†Initial letter of appointment

†Department chair annual evaluations for the years following initial appointment or since the last promotion or explanatory letter from department chair if any annual evaluations do not exist.

†Faculty Evaluation Committee annual evaluation and recommendations

†Provost's letter approving any extension(s) of the probationary period or if a probationary extension was granted and not used, the Provost's letter returning the tenure clock to the original schedule.

†For tenured faculty, post-tenure review(s) if applicable.

†Curriculum Vitae (Include web links to scholarly products when available.)

†Overall Narrative of Progress Toward Tenure and/or Promotion

2 TEACHING

†Narrative of teaching achievements (no more than three pages).

†Each year's Course Evaluation Report, comprised of Student Rating of Instruction (SRI) data, grade distributions in courses since last review, and Course Evaluation Table.

Supporting Evidence: Supporting evidence is at the discretion of the applicant and several categories of evidence may be provided as suggested in University Rule 12.01.01.02.

3 SERVICE

†Narrative of service contributions (no more than three pages)

Supporting Evidence: Supporting evidence is at the discretion of the applicant and several categories of evidence may be provided as suggested in University Rule 12.01.01.02.

4 SCHOLARSHIP OR ARTISTIC ENDEAVORS

†Narrative of scholarly or artistic endeavors (no more than three pages)

Supporting Evidence: Supporting evidence is at the discretion of the applicant and several categories of evidence may be provided as suggested in University Rule 12.01.01.02.

† Required.

Appendix C: Course Evaluation Table

SEMESTER	COURSE NUMBER	NUMBER OF STUDENTS/NUMBER OF EVALUATING STUDENTS	AVERAGE COURSE GPA	STANDARD DEVIATION IN COURSE GPA	SRI AVERAGE	STANDARD DEVIATION IN SRI	COLLEGE SRI AVERAGE	STANDARD DEVIATION IN COLLEGE SRI
F2011	PSYC2311	31/29	3.66	1.21	4.42	1.32	3.71/4.0	1.37
	PSYC2290	25/20	3.71	0.95	3.71	1.19	3.71/4.0	1.37
S2012	PSYC2210	19/14	3.76	1.56	4.42	2.06	3.59/4.0	1.45
	PSYC2415	15/12	3.67	2.12	4.33	1.73	3.59/4.0	1.45