Provost and Vice President for Academic Affairs
Reappointment, Promotion, and Tenure Checklist

The official dossier for reappointments, promotions, tenure, and promotion and tenure must contain:

1. University Information Form (provided by Office of the Provost)
2. Complete, current CV
3. Self evaluation, personal narrative (not to exceed 750 words)
4. Department Promotion and Tenure Requirements
5. Summary description of annual evaluations (provided by department Chair)
6. Summary evaluation of teaching effectiveness, including statistical summaries of student evaluation of teaching, interpretative comment on the statistical summaries, and other evidence of student learning (provided by the department Chair)
7. Recommendation of department RPTC
8. Recommendation of department Chair
9. Recommendation of college RPTC
10. Recommendation of Dean
11. Additional letters of dissent from faculty member under review (if applicable, and if duly added to dossier in timely fashion) as discussed in Sections 6.31100 and 6.31200

The official dossier for promotion and/or tenure must also contain:

12. External review letters (at least 5 for tenure and promotion to associate professor, at least 5 for promotion to full professor). Under unusual circumstances, and with prior approval of the Dean and Provost, fewer letters may be acceptable. As noted above, all solicited letters received must be included. No letters are required for reappointment reviews.
13. External Reviewer information form¹

¹ The VPAA form (VPAA-172) on which reviewers’ qualifications are summarized and on which connections to the candidate are disclosed.