Department Chair Checklist for FIS Workflow 3rd Year Candidates

COMMITTEE COMPOSITION (By 9/7/2018)
☐ Send Terri Day (terri.day@unt.edu) the following lists: (1) unit faculty eligible to vote in tenure and promotion cases; (2) unit review committee membership, noting the chair; and (3) college review committee membership, noting the chair.

DEPARTMENT CHAIR DOCUMENTATION (By 9/12/2018)
Upload the following information:
☐ Unit tenure and promotion criteria*
☐ Cumulative results of annual evaluations*
☐ Evidence of mentoring and support through the RTP process*
☐ Summary evaluation of teaching effectiveness*
☐ Statistical summaries of student evaluation of teaching*
☐ Interpretive comment on the statistical summaries*
☐ Other evidence of student learning
☐ Additional documentation

DEPARTMENT CHAIR RECOMMENDATION (Between 10/14 and 11/13/2018)
☐ Note candidate recommendation (affirmative/negative)*
☐ Upload your recommendation letter*
☐ Upload the candidate’s response to negative recommendation consideration (if applicable)
☐ Annotate eligible faculty vote*

* Mandatory

RESOURCES
FIS Workflow Instructions
UNT Policy 06.004, Faculty Reappointment, Tenure, and Promotion