Provost and Vice President for Academic Affairs

UNT Tenured and Tenure-Track Faculty Reappointment, Promotion, and Tenure Checklist

The official dossier for reappointment, promotion and tenure must contain:

☐ 1. University Information Form (VPAA-174 form)
☐ 2. Complete, current curriculum vita (CV)
☐ 3. Self-evaluation, personal narrative (maximum 750 words)
☐ 4. Unit tenure and promotion criteria
☐ 5. Cumulative results of annual evaluations and, for probationary faculty, evidence of mentoring and support throughout the reappointment, tenure, and promotion process (provided by the 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 chair)
☐ 7. External referee letters* (provided by the chair)
☐ 8. Reviewer information (provided by the chair, VPAA-172 form)
☐ 9. Recommendation of unit review committee
☐ 10. Recommendation of chair
☐ 11. Recommendation of college review committee
☐ 12. Recommendation of dean
☐ 13. Reappointment votes for third and subsequent years (for assistant professors)
☐ 14. Additional letters of dissent from previous evaluations of the candidate (if applicable).

*Indicates item not included in third year reappointment review.

For additional information, please reference UNT Policy 06.004 Faculty Reappointment, Tenure, and Promotion.

VPAA forms are located at: http://vpaa.unt.edu/faculty-resources/forms-and-templates