

***UNT Tenured & Tenure-Track Faculty Reappointment, Promotion, & 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 candidate*)
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 FIS*)
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 or executive 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).
15. Tenure Board Item Form (only needed for candidates going up for tenure)

*\*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>