

**Provost and Vice President for Academic Affairs**  
***Expedited Tenure and Promotion Checklist***

**The expedited tenure and promotion dossier must contain:**

- 1. University Information Form (VPAA-174 form)
- 2. Complete, current curriculum vita (CV)
- 3. Recommendation of unit review committee
- 4. Recommendation of chair
- 5. Recommendation of college review committee
- 6. Recommendation of dean

**The expedited tenure and promotion dossier must also contain:**

- 7. In cases where the candidate has not previously held tenure at a peer or aspirant university, five (5) external letters shall be obtained. External letters are not required for candidates that have held tenure at a peer or aspirant university. In cases of expedited promotion, external letters are not required.
- 8. Reviewer information (*provided by the chair, VPAA-172 form*)