

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.