

4.4.5.5 Departmental Procedures

4.4.5.5.1 Documentation related to tenure and promotion recommendations will be assembled by the Department Chair, a standing committee of the department, or an ad hoc committee appointed by the Chair. The candidate will supply items a. through g. listed below.

4.4.5.5.2 The documentation shall include:

(Updated 8/18/17)

1. A curriculum vitae;
2. Copies of all publications;
3. Copies of any relevant unpublished works, e.g., grant applications, preprints, technical reports, presentations at meetings;
4. Material related to teaching performance, including e.g., student and/or peer evaluations, syllabi, graded tests and papers, reflections on teaching and learning, evidence of professional development in teaching and learning, evidence of engagement in the scholarship of teaching and learning, advising and mentoring philosophy.
5. Information related to Department, College, and University service, and to profession-related service outside the University;
6. A summary, no more than three pages in length, of the faculty member's teaching, research/scholarship, and service. The section on teaching should include a summary of student evaluations and peer observations of teaching;
7. At least three (3) objective letters of evaluation from reputable individuals in the discipline who have never been closely associated with the candidate or the University. Each external reviewer must hold at least the rank for which the candidate is applying and be employed by at least a peer or aspirant peer institution. These letters shall be solicited by the Department Chair. The candidate may submit names of potential external reviewers for the Department Chair's consideration. Additional potential external reviewers may be solicited from the Dean. External reviewers must be apprised that letters must systematically assess the quality of candidates' research, scholarship, and creative work.
8. Other optional information or supporting documents that may be relevant to the decision, e.g., national awards and citations of scholarly or creative work.

Deleted: Narrative statements, each no more than two pages in length, of research, teaching, and service