

## TENURE AND PROMOTION CHECKLISTS FOR 2<sup>nd</sup> AND 4<sup>th</sup> YEAR REVIEWS

### **CHECKLIST FOR 2nd YEAR REVIEW**

Notification of candidate

Classroom visits coordinated (for teaching faculty)

Portfolio, including the following:

Narrative on teaching, scholarship/creative activity, and service

Curriculum Vitae

Compilations of all teaching evaluations (for teaching faculty)

Faculty Activity Reports (FARs)/Librarian Self-Evaluations + responses

Evaluation letters from tenured colleagues

Chair's summary letter

Dean's/Library Director's response to 2nd year review


### **CHECKLIST FOR 4th YEAR REVIEW**

Notification of candidate

Classroom visits coordinated (for teaching faculty)

Portfolio, including the following:

Narrative on teaching, scholarship/creative activity, and service

Curriculum Vitae

Compilations of all teaching evaluations (for teaching faculty)

Faculty Activity Reports (FARs)/Librarian Self-Evaluations + responses

Second-year review summary letter + Dean/Library Director's response

Evaluation letters from tenured colleagues

Chair's summary letter for 4th year review

Dean's/Library Director's response to 4th year review
