CHECKLIST FOR TENURE/PROMOTION

Notification of candidate	
Classroom visits coordinated (for teaching faculty)	
Portfolio, including the following:	
Narratives	
Curriculum Vitae	
FARs/Librarian Self-Evaluations + responses	
Evaluations for all courses (for teaching faculty)	
Evidence of scholarship	
Evidence of service	
2nd year review summary letter + Dean's/Library Director's response	
4th year review summary letter + Dean's/Library Director's response	
Evaluative letters from tenured colleagues	
Chair's summary letter for tenure/promotion	
College/School t/p committee letter	
Dean's/Library Director's Letter	
University t/p committee letter	
Provost's letter	