PROMOTION AND TENURE CHECKLIST
(Assistant to Associate)

CANDIDATE RESPONSIBILITIES:
February: ___ (1) Prepare/Submit Annual Review materials as normal.

Late April: ___ (1) Provide names of outside reviewers (3 people)
___ (2) Provide names of student reviewers (10 people)

May: ___ (1) Submit up-to-date CV to Deb
___ (2) Verify that all your up-to-date scholarship is in your file
___ (3) Verify that your up-to-date teaching information is correct
___ (4) Meet with Chair to confirm process

August 15: ___ (1) Submit Research Statement
___ (2) Submit Teaching Statement
___ (3) Submit Teaching Portfolio (optional but encouraged)
___ (4) If pertinent, submit up-to-date CV to Deb

CHAIR RESPONSIBILITIES:
February: ___ (1) Send memo about Annual Review

Late April: ___ (1) Collect names of reviewers and students from Candidate
___ (2) Add 60 names to students (total 70 requests)
___ (3) Add 7 names to outside reviewers (total 12)
___ (4) Have Administrative Assistant email students and reviewers
[NOTE: For early candidates, this process is pushed back until after the department’s annual review meeting]

May: ___ (1) Meet with candidate
___ (2) Send out materials

Summer ___ (1) Collect Dossier Documents
___ Proposal Form
___ Teaching data (# courses, IAS scores, etc)
___ Cover Sheet
___ Third Year and Annual Review Letters
___ Dept. P&T Document
___ Teaching Evaluation Letters
___ Candidate CV
___ (2) Draft Summary of Teaching
___ (3) Draft Summary of Research
___ (4) Draft Summary of Service

August ___ (1) Collect Student Letters
___ (2) Collect Reviewer Letters
___ (3) Collect Teaching/Research Statements from Candidate
___ (4) Finalize Summary Drafts, using the above information
___ (5) Send Memo and Make Dossier available to Tenured Faculty

September ___ (1) Make files available to faculty
___ (2) Hold Departmental Meeting for Discussion and Vote
___ (3) Collect letters from faculty by 9/25
___ (4) Finalize Department Chair Summary of Case
___ (5) Complete/Submit Dossier