

**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