PROMOTION AND TENURE CHECKLIST

CANDIDATE RESPONSIBILITIES:
February:  (1) Meet with Chair to determine Mentor for Annual Review meeting (by 2.20)

March: Prepare for Annual Review as usual.

___ (1) Meet with Deb (by March 25)
___ 1-p. cover letter
___ Up-to-date CV
___ Up-to-date publications, etc.

___ (2) Verify that all your file information is correct (by April 1)
___ Up-to-date teaching information
___ Peer Visitation Letters (current & past)
___ Annual Review letters, including Third-Year Review

April: [Note: Senior Faculty will review files during April]

___ (1) Provide names of outside reviewers to chair (2 people—no diss. directors)
___ (2) Provide names of student reviewers to chair (10 people)
___ (3) Meet with Chair & Mentor before Annual Review meeting (between 4.14-5.1)

May:

___ (1) Meet with Chair after Annual Review meeting
___ Discuss Review & Letter
___ Discuss P&T process

___ (2) Prepare info to send to outside reviewers
___ Submit up-to-date CV (if pertinent)
___ Verify scholarship in your file
___ Prepare publication charts with chair

August 20:

___ (1) Submit Research Statement
___ (2) Submit Teaching Statement
___ (3) Submit Teaching Portfolio (optional but encouraged)
___ (4) If pertinent, submit to Deb up-to-date CV
___ (5) If pertinent, submit revised publication charts

CHAIR RESPONSIBILITIES:
February:  (1) Send memo about Annual Review & follow usual process for Annual Review

___ (1) Meet with Candidate to select Mentor

April:

___ (1) Collect names of reviewers and students from Candidate
___ (2) Add 60 names to students (total 70 requests)
___ (3) Add 4 names to outside reviewers (invite 6 because 5 are needed)
___ (4) Have Administrative Assistant email students and reviewers
   [NOTE: For candidates going up early, this process is pushed back until after the department’s annual review meeting]
___ (5) Meet with Candidate before Annual Review (4.14-5.1)

May:

___ (1) Draft annual review letter and make available to senior faculty and to candidate
___ (2) Meet with candidate after the Annual Review to discuss letter & P&T process
___ (3) Send out materials to external reviewers
___ (3) Compile publication chart with candidate

For information on the annual review of Junior Faculty, see document “Annual Review of Junior Faculty Process: Responsibilities of Office, Junior Faculty, Mentor, and Chair” on the department’s Policies and Procedures web page -- http://www.marquette.edu/english/policies.shtml
Summer:  
___ (1) Collect Dossier Documents  
     ___ Proposal Form  
     ___ Teaching data (# courses, IAS scores, etc)  
     ___ Cover Sheet  
     ___ Third Year and Annual Review Letters  
     ___ Dept. P&T Documents  
     ___ Teaching Evaluation Letters  
     ___ Candidate CV  
___ (2) Draft Chair’s Summary of Teaching  
___ (3) Draft Chair’s Summary of Research  
___ (4) Draft Chair’s Summary of Service  

August 20:  
___ (1) Collect Student Letters  
___ (2) Collect Reviewer Letters  
___ (3) Collect Teaching/Research Statements from Candidate  
___ (4) Revise Summary Drafts, using the above information  
___ (5) Send Memo to Tenured Faculty about P&T Review & Meeting  

September:  
___ (1) Make files available to faculty, beginning Sept. 1  
___ (2) Hold Departmental Meeting for Discussion and Vote (by 9/20)  
___ (3) Collect letters from faculty with their votes (by 9/25)  
___ (4) Finalize Department Chair Summary of Case  
___ (5) Complete/Submit Dossier (by 9/30)