

**PROMOTION AND TENURE CHECKLIST**  
**(Assistant to Associate)**

**CANDIDATE RESPONSIBILITIES:**

**February:**     \_\_\_ (1) Meet with Chair to determine Mentor for Annual Review meeting (by 2.20)

**March :**        *Prepare for Annual Review as usual.*<sup>1</sup>  
                  \_\_\_ (1) Submit to 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<sup>1</sup>  
                  \_\_\_ (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

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<sup>1</sup> 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
    - \_\_\_ Cover Sheet
    - \_\_\_ Dept. P&T Documents
    - \_\_\_ Candidate CV
  - \_\_\_ Teaching data (# courses, IAS scores, etc)
  - \_\_\_ Third Year and Annual Review Letters
  - \_\_\_ Teaching Evaluation Letters
  - \_\_\_ (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)