

Faculty Checklist for Tenure/Promotion

External Referee Package

- Suggested external referees (early to mid April—see [Schedule of Administrative Deadlines](#))
 - Include disclosures of any personal and professional relationships with those listed.
- Vitae, select publications, and other materials to be sent to referees (mid to late July—see [Schedule of Administrative Deadlines](#))
 - Submit to direct supervisor by date set within the unit.
 - Copy to assistant for inclusion in administrative virtual binder (will be available to internal reviewers as part of your full tenure/promotion file).

Virtual Binder / Dossier for Internal Review (due mid September - see [Schedule of Administrative Deadlines](#))

Download the faculty virtual binder outline, available from [HR's website](#) under Promotion, Tenure and Review and use to organize the following materials:

1. Faculty Activity Report (Promotion and Tenure). The “FAR” is generated electronically using [Digital Measures](#).
 - a. The report will automatically pull the correct data history for the tenure and promotion process (up to 10 years, depending on data type).
 - b. **Faculty must use the following date range:**
 - i. **Start Date: September 1, 2023**
 - ii. **End Date: August 31, 2024**
2. Faculty Activity Report – Faculty Narrative (FAR-FN). This is part of the Faculty Activity Report (see #1 above). For the correlating section of the electronic binder, you will only need to indicate what page the Faculty Narrative begins. You are also able to highlight other pages.
3. Teaching evaluation materials include summary from CTL, all formal student course evaluations for the last three years, and most recent peer reviews (if applicable).
 - a. Only the numerical summary data from course evaluations is required.
 - b. In addition to the numerical summary, which is required, the faculty member undergoing review can opt to include reports that include student comments.
 - c. Reports can be run from Watermark Course Evaluations & Surveys (formerly EvaluationKit).
 - i. Run the “Detailed Report” for numerical data or
 - ii. Run the “Detailed Report + Comments” for numerical data and student comments.
 - iii. The article, “[Accessing Teaching Evaluation Reports](#),” provides detailed instructions for running reports.
 - iv. This material will be used by the chair and dean along with the FAR to complete the Faculty Teaching Evaluation Summary (Form E).

4. Information Sheet for Board of Trustees.
 - a. Example available from HR's [website](#) under Promotion, Tenure and Review.
 - b. This should be completed by the candidate.
 - c. Candidates should seek advice from their department chair or dean (colleges without departments) when preparing this sheet as it is the only material provided to the Board from this virtual binder.
5. Other supporting materials, if desired or required by your unit (e.g., personal statement, copies of published works, etc. not otherwise provided as part of the external review package).
 - a. If at all possible, provide links to materials that are available online, otherwise attach a description of any materials sent physical to support your file.
6. This checklist, signed (see below).

Candidate's review of initial contents of file:

I have reviewed the virtual binder checklist (items 1-6) above.

I have examined all materials included in the Faculty Binder.

The material I reviewed did not contain unintended confidential information.

I am satisfied that the material included is accurate and appropriate.

Candidate's Digital Signature