Checklist for Post-Tenure Review

The faculty member and the department may use this checklist to ensure that all tasks are completed for Post-Tenure Review. There is no expectation to include this checklist in the faculty member’s portfolio. This checklist is for department-level use only.

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date Completed** | **Tasks as outlined in the Faculty Handbook 5.3.4 Post-Tenure Review Policy** |
|  | The department chair met with the Post-Tenure Review (PTR) committee members and outlined the committee’s charge.  |
|  | The department chair surveyed PTR committee members for conflicts of interest and addressed any conflicts of interest. |
|  | PTR committee reviewed the faculty member’s materials and submitted a report to the department chair. |
|  | The department chair reviewed the PTR committee’s report.  |
|  | The department chair discussed the PTR report and the committee’s recommendations with the faculty member. |
|  | The department chair provided a a cover letter and the PTR report to the college dean. The department chair forwarded PTR materials to the college. |
|  | The college dean reviewed the PTR materials, report, and recommendations for consistency and thoroughness. |
|  | The college dean forwarded PTR materials to the Office of the Senior Vice President and Provost. |
|  | Senior Vice President and Provost reviewed the PTR materials, report, and recommendations for consistency and thoroughness. |

: https://www.prUpdated July 2021

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