Checklist for Promotion and Tenure Review

Include this checklist with candidate materials forwarded from the department and the college to the Office of the Senior Vice President and Provost.

Candidate Name: __________________________________

Date Completed

__________ Department reviewers (including promotion and tenure committee members) have been surveyed for conflicts of interest and any conflicts of interest have been addressed.

__________ External letters requested (Faculty Handbook (FH) 5.3.3.1)

__________ Department P&T committee review and vote (FH 5.2.4.1; FH 5.2.4.2; FH 5.3.3.2)

__________ Department faculty review and vote (if applicable) (FH 5.2.4.1; FH 5.2.4.2; FH 5.3.3.2)

__________ Secondary department or program review (if applicable) (FH 5.2.4.2.2)

__________ Department chair review (FH 5.2.4.2.4; FH 5.3.3.2)

__________ Department chair notifies candidate in writing of department recommendation (FH 5.2.4.2.5) prior to sending dossier to college. A summary of reasons is required for negative recommendations.

__________ Candidate given opportunity to review the factual information (i.e., Tabs 1 and 2) (FH 5.2.4.2.6)

__________ Materials forwarded to college (Tabs 1, 2, 3, and 5)

__________ College P&T committee recommendation(s) forwarded to dean (FH 5.2.4.3.2)

__________ Dean notifies candidate in writing of dean’s recommendation (FH 5.2.4.3.3). If contrary to the department, department chair, or college P&T committee recommendations, a summary of reasons is required.

__________ Dean’s Office completes voting record and reviews for accuracy.

__________ Late-developed information, if applicable, is forwarded to the Provost’s Office with the candidate’s materials.
Dean forwards materials to Provost’s Office.

Provost notifies candidate in writing of their recommendation (FH 5.2.4.4.1). If contrary to the dean’s recommendation, a summary of reasons is required.

Revised June 5, 2023