Promotion and Tenure Application Materials Checklist

Items for Inclusion by Section	Item Included	Online or In Paper
1 – Personnel and FEAC Documents		
• Initial Appointment Letter		
• Personnel File Release and Faculty Evaluation Advisory Committee (FEAC) Selection Form		
• Personnel Data Summary		
• Department DPEC Guidelines from home department(s)		
2 – Professional Identity and CV		
• Professional identity statement (typically no longer than two pages)		
• Candidate's curriculum vitae		
3 – Annual Self-Evaluations and Faculty Workload Reports		
• Self-Evaluation Reports since the last promotion or, if applying for tenure, since hiring		
• One copy of each of the candidate's Faculty Workload Reports (received each semester from the Dean's/Department's Administrative Assistant)		
4 – Previous DPEC Letters and Dean's Letters		
• **All** DPEC letters since the last personnel action excluding current DPEC letter produced for the promotion and/or tenure application		
• **All** Dean's letters of evaluation since the last personnel action		
• Prior letters related to successful personnel action within the last 5 years (includes FEAC, Provost, President, etc.)		
• Prior FEAC process letters (if previous personnel action was denied applicant has the option to include the letter)		

5 – Teaching Effectiveness (Narrative and Supporting Materials)		
• Teaching effectiveness narrative (typically no longer than two pages)		
• Supporting materials		
• Additional materials (optional)		
6 – Student Evaluations of Faculty		
• All student evaluations of faculty since previous personnel action organized chronologically and summaries		
7 – Scholarship and Related Professional Activity (Narrative and Supporting Materials)		
• Scholarship and related professional activity narrative (typically no longer than two pages)		
• Supporting materials		
• Additional materials (optional)		
8 – Service to the College (Narrative and Supporting Materials)		
• Service to the College narrative (typically no longer than two pages)		
• Supporting materials		
• Additional materials (optional)		