**Promotion and Tenure Application Materials Checklist**

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| **Items for Inclusion by Section** | **Item Included** | **Online or** **In Paper** |
| **1 – Personnel and FEAC Documents** |  |  |
| * Initial Appointment Letter
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| * 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)
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| **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
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| * **All** Dean’s letters of evaluation since the last personnel action
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| * 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)
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