COMMITTEE ON PROMOTION & TENURE
CHECKLIST

PROBATIONARY

Name__________________________________________

Department ____________________________________

Chair’s Letter _______
Department CPT Letter _______
Department CPT Membership _______
Curriculum Vitae _______
Position Description _______
Percent of Effort forms _______
Tenure Plan _______
SMHS Annual Performance Evaluations _______
Statement of Teaching _______
  Student Evaluations _______
  Peer Evaluations _______
  Administrative Evaluation _______
Statement of Scholarly Activity _______
Statement of Service _______
Self-Evaluation _______

Optional Materials
  Appendix _______

Additional documents can be added as an appendix limited to five. Include only most important documents that demonstrate accomplishments.

Please place this page in the front pocket of your dossier.