COMMITTEE ON PROMOTION & TENURE
CHECKLIST

PROMOTION AND TENURE

Name_________________________________________

Department ________________________________

Promotion from ____________________________ to ___________________________

Appendix I (Form) ______
Appendix II (Form) ______
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 ______
External Evaluation (3 letters) ______
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.

R 8/5/15