

**TENURE AND/OR PROMOTION APPLICATION COVER SHEET  
AND APPLICATION CHECKLIST**

FACULTY MEMBERS MUST NUMBER ALL PAGES OF THEIR DOSSIER  
AND INCLUDE A COMPREHENSIVE TABLE OF CONTENTS.

Full name of candidate:  Department:

Initial rank:  Date of initial appointment:

Current rank:

This application is for tenure  Yes  No

This application is for promotion  Yes  No

If so, then to what rank?  Associate Professor  Professor

Did you waive your right to view the letters received by your Department Chair?  Yes  No

---

The following table of contents is a full and complete description of all of the materials included in my dossier.

\_\_\_\_\_  
Signature of Candidate Date

---

I have verified that the mandatory items listed on the following Application Checklist have been included in this candidate's dossier.

\_\_\_\_\_  
Signature of Department Chair Date

**TENURE AND/OR PROMOTION APPLICATION CHECKLIST**  
**Minimum Requirements for all Dossiers**  
(all of the following items are in the order required by the Provost)

- The Arts and Sciences Tenure and/or Promotion Cover Sheet and Checklist.....
- Table of Contents (with correct corresponding page numbers for entire dossier).....
- Recommendation from the Dean (leave space for this to be inserted).....
- Recommendation from the College committee (leave space for this to be inserted).....
- Recommendation from the Department Chair (leave space for this to be inserted).....
- Recommendation from the Department committee (leave space for this to be inserted).....
- Rebuttal and/or explanatory statements from the Candidate.....
- Application Letter from Candidate.....
- Letters from External Evaluators and their curricula vitae (in dossier within separate folder;  
inserted by the Chair) and Candidate's letter stating whether s/he has agreed to confidentiality.....
- Departmental Tenure and Promotion Criteria.....
- Curriculum Vita (comprehensive).....
- Letter of Appointment and any other subsequent agreements concurring the appointment.....
- Work Load History (sequentially by semester).....
- Evidence concerning the quality and quantity of productive research, publication, scholarly  
achievement, and creative activity.....
- Evidence concerning the quality and effectiveness of instruction.....
- Learner-Centered Outcomes.....
- Summary of Student Evaluations.....
- Service.....