

## **SECTION A**

**Tenure and/or Promotion Application Status Form and Checklist**

## **SECTION B**

### **Review Committee Recommendation**

## **SECTION C**

**Dean's Letter of Transmittal**

## **SECTION D**

### **Adjudicating Committee Report**

## **SECTION E**

**File Preparation Committee Letter**

**Unit and/or University tenure and promotions standards**

**Advancement to Candidacy recommendation letter  
(tenure applications only)**

**Applicable material on joint/cross appointment**

## **SECTION F**

**Candidate's Curriculum Vitae**

**Candidate's Personal Statement (Candidate's option)**

# SECTION G

## Teaching

- List of collegial referees (as listed below)
- List of student referees (as listed below)
- Letters of assessment from colleagues
- Letters of assessment from student referees
- Letters of assessment from faculty members and teaching assistants with whom the candidate has taught
- Teaching evaluation summary data and analysis (including number of responses, class size, and Unit means if available)

List of collegial referees included in the file as solicited by the File Preparation Committee:

REFEREE NAMES (as chosen by FPC)

Name of collegial referee included in the file as selected by the Candidate:

REFEREE NAME (as selected by Candidate)

Two (2) referees will be selected by the File Preparation Committee and one (1) by the candidate. For more information, please consult section F.3.1.2a of the University *Tenure and Promotions Policy, Criteria and Procedures*.

List of student referees included in the file as solicited by the File Preparation Committee:

STUDENT NAMES (as chosen by FPC)	STUDENT NUMBER

Student referee names included in the file as added by Candidate:

STUDENT NAMES (as selected by Candidate)	STUDENT NUMBER

The File Preparation Committee will compile a random sample of student names from the candidate's most recently taught graduate and undergraduate classes and solicit letters from the students commenting on the candidate's teaching. The candidate may add additional names to comprise up to **one-third** of the students solicited. For more information, please consult section F.3.1.2b of the University *Tenure and Promotions Policy, Criteria and Procedures*.



# SECTION H

## Professional Contribution and Standing

- List of referees (as listed below)
- Brief profile of each referee
- Letters of assessment from referees
- Reviews of published scholarship (if available)
- Comments from co-authors/co-investigators (if applicable)

List of referees included in the file as solicited by the File Preparation Committee:

REFEREE NAMES (as chosen by FPC)	PROFESSORIAL RANKING

Referee names included in the file as selected by the Candidate:

REFEREE NAMES (as selected by Candidate)	PROFESSORIAL RANKING

The File Preparation Committee shall compile a list of potential referees for professional contribution and standing, and the candidate will be permitted to add further names not to exceed one quarter of the total names on the list. For more information, please consult Section F.3.1.3 of the University *Tenure and Promotions Policy, Criteria and Procedures*.

# SECTION I

## Service

- List of referees (as listed below)
- Letters of assessment from referees

List of referees included in the file solicited by the File Preparation Committee:

REFEREE NAMES (as chosen by FPC)

Referee names included in the file as selected by the Candidate:

REFEREE NAMES (as selected by Candidate)

The File Preparation Committee may compile a selection of referees familiar with the candidate's service to the University, and the candidate may add up to **one-third** more names (up to one-quarter of the total names on the list). For more information, please consult Section F.3.1.4 of the University *Tenure and Promotions Policy, Criteria and Procedures*.

## **SECTION J**

**Sample letters to referees soliciting assessment (in Teaching, Professional Contribution and Standing, and Service)**