

# COLLEGE COUNCIL CHECKLIST PROMOTION & TENURE RECOMMENDATION

Arts & Sciences, Autumn 2012

*Use this checklist for promotion (and tenure) to Associate Professor or to full Professor, including research, affiliate, and clinical appointments. For detailed instructions, see "Promotion and tenure documentation" on the A&S Web site. Documentation should be submitted in eleven sets (one original plus ten copies), each collated and three-hole punched. Each set should not exceed 30-40 pages. SEND ALL MATERIALS TO MARGIE RAMSDELL.*

**Candidate** \_\_\_\_\_ **Department** \_\_\_\_\_

**Joint appt** \_\_\_\_\_ **Adjunct appt** \_\_\_\_\_

**Highest degree** \_\_\_\_\_ **Year received** \_\_\_\_\_ **Institution** \_\_\_\_\_

**Rank of first UW appointment** \_\_\_\_\_ **Year appointed** \_\_\_\_\_

**Present faculty rank** \_\_\_\_\_ **Years in rank (include present year)** \_\_\_\_\_

**Recommendation for** \_\_\_\_\_

**Recommended term of appointment (for research title)** \_\_\_\_\_

## **Documentation (check items included)**

### \_\_\_\_ **This checklist**

#### \_\_\_\_ **Curriculum vitae**

- \_\_\_\_ Education
- \_\_\_\_ Ph.D. dissertation title
- \_\_\_\_ Employment
- \_\_\_\_ Research grants/contracts
- \_\_\_\_ Professional offices/awards/service
- \_\_\_\_ UW committees/duties/service
- \_\_\_\_ Talks/papers/presentations

#### \_\_\_\_ **Bibliography**

- \_\_\_\_ Page numbers or length indicated
- \_\_\_\_ Types of publications indicated
- \_\_\_\_ Indication if peer-reviewed before acceptance
- \_\_\_\_ Indication of principal author on jointly written publications

#### \_\_\_\_ **Candidate's list of significant contributions & personal statement** (not to exceed 3-5 pages)

#### \_\_\_\_ **Chair's letter**

- \_\_\_\_ Complete tally of departmental vote
- \_\_\_\_ Basis for positive & negative votes
- \_\_\_\_ Chair's independent recommendation
- \_\_\_\_ Description & evaluation of research, teaching, service
- \_\_\_\_ Summary of changes if previous recommendation denied/postponed

#### \_\_\_\_ **Departmental review committee report**

### \_\_\_\_ **Summaries & candidate's responses**

- \_\_\_\_ Summary of committee report provided to candidate
- \_\_\_\_ Candidate's response to committee report summary
- \_\_\_\_ Summary of departmental deliberations provided to candidate
- \_\_\_\_ Candidate's response to departmental deliberations

### \_\_\_\_ **Chair's letter from joint/adjunct department**

#### \_\_\_\_ **Evidence of teaching effectiveness**

- \_\_\_\_ Courses taught at UW, dates, summary of evaluations
- \_\_\_\_ Graduate students supervised
- \_\_\_\_ Student assessment of teaching (*do not send individual comments*)
- \_\_\_\_ Collegial assessment of teaching (*if submitting course materials/syllabi, send only one copy*)
- \_\_\_\_ Evaluation by chair & departmental committee

#### \_\_\_\_ **External evaluations (3-5 outside letters)**

- \_\_\_\_ Qualifications of referees, how chosen, reasons for choice (*do not send referee CVs*)
- \_\_\_\_ Sample letter from chair requesting the evaluation

#### \_\_\_\_ **Candidate's publications or other creative works** (*one copy each, not 11 copies*)