

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)