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)