

## Edwards College of Humanities and Fine Arts Promotion/Tenure Recommendation Checklist

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

Highest Degree \_\_\_\_\_ Year received \_\_\_\_\_ Institution \_\_\_\_\_

Rank of first CCU appointment \_\_\_\_\_ Year appointed \_\_\_\_\_

Present faculty rank \_\_\_\_\_ Years in rank \_\_\_\_\_

Recommended promotion/tenure action \_\_\_\_\_

### DOCUMENTATION (check items included)

#### TO BE SUPPLIED BY CANDIDATE

\_\_\_ **Candidate's letter of application**

\_\_\_ **Department & College performance criteria**

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

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

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

- \_\_\_ Courses taught at CCU, dates, all student quantitative & written evaluations
- \_\_\_ Copies of syllabi
- \_\_\_ Graduate students supervised
- \_\_\_ Peer assessment of teaching
- \_\_\_ Evaluation by Chair

\_\_\_ **Scholarship/creative/professional activities**

- \_\_\_ Reviews
- \_\_\_ Offprints
- \_\_\_ Correspondence with publishers
- \_\_\_ Programs

\_\_\_ **Evidence of effective service**

- \_\_\_ Committee reports
- \_\_\_ Assessment Plans
- \_\_\_ Description of service activities

#### LETTERS

\_\_\_ **Chair's Letter \*\***

- \_\_\_ Chair's recommendation
- \_\_\_ Description & evaluation of teaching, service, scholarship/creative/professional activities
- \_\_\_ Summary of department faculty deliberation

\_\_\_ **Peer Review Committee recommendation**

\_\_\_ **Annual Evaluations**

- \_\_\_ All annual reviews
- AY: \_\_\_\_\_ - \_\_\_\_\_
- AY: \_\_\_\_\_ - \_\_\_\_\_
- AY: \_\_\_\_\_ - \_\_\_\_\_
- AY: \_\_\_\_\_ - \_\_\_\_\_
- AY: \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_ Third-year review (when appropriate)

**\*\* If Chair is the candidate, department faculty will send an evaluation letter directly to the Dean, who will summarize the contents for the Peer Review Committee.**