

**Edwards College of Humanities and Fine Arts  
Post-Tenure Review Recommendation Checklist**

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

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

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

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

Year awarded tenure \_\_\_\_\_ Date of last promotion/post-tenure review \_\_\_\_\_

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**

- \_\_\_ Six annual reports filed since the  
most recent successful application  
for tenure, promotion, or  
post-tenure review

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