Edwards College of Humanities and Fine Arts
Promotion/Tenure Recommendation Checklist
2018-2019

Candidate _______________________________________ Department__________________________

Highest Degree ________________ Year received _______ Institution __________________________

Rank of first CCU appointment _______________________ Year appointed ______________________

Present faculty rank ________________________________ Years in rank ________________________

DOCUMENTATION (check items included)
TO BE SUPPLIED BY CANDIDATE

___ Candidate’s letter of application
___ Department performance elaborations
   Indicate year: ________
___ College performance expectations
   Indicate year: ________

TO BE ADDED AFTER CANDIDATE SUBMISSION

___ Curriculum vitae
___ Evidence of teaching effectiveness
   ___ Courses taught at CCU, dates, all student quantitative & written evaluations
   ___ Copies of syllabi
   ___ Graduate students supervised
   ___ Record of CeTeal sessions
   ___ Reports of Observations

___ Scholarship/creative/professional activities
   ___ Reviews
   ___ Offprints
   ___ Correspondence with publishers
   ___ Programs

___ Evidence of effective service
   ___ Committee reports
   ___ Assessment Plans
   ___ Description of service activities

___ Annual Evaluations
   ___ All annual reviews
   ___ Third-year reviews

___ Department Letter
___ Chair’s Letter **
___ Peer Review Committee Recommendation
___ Dean’s Letter

** 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.

rev: 4-2018