Edwards College of Humanities and Fine Arts
Promotion/Tenure Recommendation Checklist
2019-2020

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

rev: 4-2018

___ 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.