Note: Please be sure to include this checklist in the PT form in the order listed below. Mark boxes (X) where the required documents are included. **No staples or paper clips within the packet. No copies necessary**. No type should be smaller than 12 point in Times New Roman. For the three internal reports, (Research, Teaching, and Service), you must have a minimum of two different authors and ideally three.

NAME: _____ **DEPT:** _____

T & R Faculty **RENEWAL/PROMOTION AND TENURE CASES CHECKLIST** **The following materials should be included in the Form PT (packet).** **The cover must be complete with votes and signatures.**	**T&R Renewal**	**T&R Promotion &Tenure &Full Prof**
Letter from Dean to Provost **(for Dean's Office use only)**		
Letter from Chairperson to Dean (in cases of joint appointment, letters from both department chairs)		
CAP/Full Prof. Committee Report, including vote, signed by all CAP members with signatures on one page		
Title: **Relevant CAP Documents** – relevant sections delineating the criteria and standards required for decision		
P Form – must be signed by candidate and Dept. Chairperson (do NOT use Form Q)		
Professional statement (**max. 5 pages, 12 point font and standard margins**) signed by candidate		
CV (**include centered page numbers w/cand. initials**) Do not include professional or personal references		
Research Report (max. 6 pages – 12 point font and standard margins) Internal evaluation of research and publications with printed name and signature of departmental author		
External evaluations of research (List in alphabetical order by author and put in packet in same order)		
List a. & b. on the same page, in alpha order by author: a. Title: **Candidate's List of Reviewers (max. 3)** b. Title: **Candidate's List of Reviewers to be Excluded (max. 2); if no exclusions, write "None"**		
c. Title: **Descriptive List of Reviewers Approached (list in alpha order and note date of solicitation)**		
d. Title: **Description of Reviewers Who are Writing** **(only include Reviewers who wrote – must be full professor; if associate, needs explanation)** In alpha order by author on same page; **Candidate's List of Reviewers** and **CAP's List of Reviewers**		
e. Sample copy of contact letter to external reviewer. Please write **"SAMPLE LETTER"** at top		
Signed external letters (email is accepted) (min. 6) - Includes **4** from persons not suggested by candidate		
f. Write **"Candidate's List"** at top of letters **(max. 2, in alpha order by author, matching the Cand. list)**		
g. Write **"CAP's List"** at top of letters **(in alpha order by author, matching the CAP's list)**		
Teaching Report (max. 6 pages, 12 pt. font) Evaluation of teaching with printed name and author, and conforming to the ACPET Guidelines Available @ http://provost.nd.edu under Resources/Current Faculty tab. a. CIF data for courses taught since Fall 2008 - Chairpersons are able to print data ***(must be printed in color)* 3 documents: History, Means, and Deciles** TCE Instructor History Report for courses taught between before Fall 2008 *Request TCE history reports from the Provost's office (Kelley Collins.79@nd.edu)* b. Comprehensive evaluation of representative courses taught by the candidate. Course design; Implementation and delivery; Eval. of student work; Student perceptions, including a narrative summary and analysis of CIF and TCE results for all courses taught by candidate. c. Appraisal of the candidate's additional contributions to teaching.		
Service Report (12 pt. font) a. Evaluation of service (quality and quantity) with printed name and signature of author		
Required Affirmative Action Report for women candidates: (Provided by Provost's Office – Kelley Collins)		

Revised 7/22/14