

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 two-sided documents; no copies necessary** – only the original PT packet. 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: _____

Tenure & Tenure Track Faculty RENEWAL/PROMOTION AND TENURE CASES CHECKLIST	TT Renewal	Tenure & Full Prof
The following materials should be included in the <u>Form PT</u> (obtain from Dean's office). The cover must be complete with votes and signatures.		
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 (write at top of documents) – relevant sections delineating the criteria and standards required for decision		
P Form – must be signed by candidate and Dept. Chairperson		
Professional Statement (max. 5 pages, 12 point font and standard margins) <u>signed</u> 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 <u>printed name and signature of departmental author</u>		
External evaluations of research (List in alphabetical order by author and put in packet in same order)		
List a. & b. on the same page with title written at the top, 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: List of Reviewers Approached (in alpha order with rank and date of solicitation)		
d. Title: Short Bio's 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 <u>printed name and author</u> , 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 <i>(must be printed in color)</i> 1 document: Instructor History Summary TCE Instructor History Report for courses taught before Fall 2008 <i>Request TCE history reports from the Provost's office (Susan Miller smille31@nd.edu or Demetra Schoenig demetra.schoenig@nd.edu)</i> 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 <u>printed name and signature of author</u>		
Required Affirmative Action Report for women candidates: (Provided by Susan Miller smille31@nd.edu or Demetra Schoenig demetra.schoenig@nd.edu)		