

Please be sure to include this checklist in the R form in the order listed below. Mark boxes (X) where necessary documents are included. **No** staples or paper clips within the packet. No type should be smaller than 12 point. All documents in the R form, with exception of the checklist, should be scanned and put in the Filemaker Pro document library. It is not necessary to include a copy of the Form R documents with the original packet.

**NAME:** \_\_\_\_\_

<b>SPF /RESEARCH FACULTY RENEWAL &amp; PROMOTION CHECKLIST</b>	<b>SPF Renewal</b>	<b>SPF Promotion</b>
<b>FORMAL REVIEW PACKET (FORM R) FOR RENEWAL*/PROMOTION</b>		
Letter from Dean to Provost		
Letter from Chairperson/Director to Dean (in cases of joint appointments, letters from both departments and/or institutes are necessary)		
Reappointment Form		
CAP Committee/College SPF Committee Minutes, including vote		
Copy of Chairperson's/Director's notification that was sent to SPF (when applicable)		
P Form		
Personal statement ( <b>5 pages max.</b> )		
CV		
Outside letters of support (In extraordinary circumstances with approval from the Associate Dean for the Arts)		
<b>Synopsis of TCE and CIF's results (requested from the Provost's Office)</b>		
a. Computer printout of numerical results for candidate and for department/college. For faculty members teaching at the University during 1996-1997 or earlier, please include the following charts: Provost Office / Teacher Course Evaluation / Provost's Office / TCE Evaluation Summary		
b. Narrative summary, prepared by CAP, of numerical results		
Evaluation of teaching signed by CAP/SPF Promotion Committee member (where applicable)		
Evaluation of administrative duties by CAP/SPF Promotion Committee member		
Evaluation of service signed by CAP/SPF Promotion Committee member		
<b>Women candidates (upon your request affirmative action material from the Provost's office ) PROMOTIONS ONLY</b>		

\*SPF/Research Faculty on annual contracts, regardless of rank, require an informal review by the chairperson or director of the unit. Formal reviews must follow the full procedures set out in the Academic Articles and contain the materials in the checklist above. Formal reviews are required under the following circumstances:

**Assistant SPF or Research Professor-** every three years or in instances when renewal is questionable;

**Associate SPF or Associate Research Professor-** at the time of their third year contractual renewal or when an associate moves from a one year to a three year contract or in instances when renewal is questionable;

**Full SPF-**at the time of their fifth year contractual renewal or when moving from a one year to a five year contract or in instances when renewal is questionable.

The process for formal review should begin, either in the **spring of their second year** if they are an Assistant or an Associate (on a 3 yr. contract); or **spring of their fourth year** if they are a Full (on a 5 yr. contract).