

**Note:** Please be sure to include this checklist in the PT form in the order listed below. Mark boxes (X) where necessary 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: \_\_\_\_\_

<b>T &amp; R Faculty</b> <b>RENEWAL/PROMOTION AND TENURE CASES CHECKLIST</b>  <b>The following should be included in the Form PT and the cover must also be complete.</b>	<b>T&amp;R Renewal</b>	<b>T&amp;R Prom. &amp; Tenure &amp; Full Prof</b>
Letter from Dean to Provost		
Letter from Chairperson to Dean (in cases of joint appointment, letters from both department chairs)		
CAP/Committee Report, including vote, signed by all CAP members (signatures should be on one page)		
With Heading: <b>Relevant CAP Documents</b> – sections delineating the criteria and standards required		
P Form – must be signed by candidate and Dept. Chairperson (do NOT use Form Q)		
Professional statement ( <b>5 pages max., 12 point font and standard margins</b> )		
CV ( <b>include centered page numbers w/cand. initials</b> ) Do not include professional or personal references		
<b>Research Report (max. 6 pages)</b> Internal evaluation of research and publications with printed name and signature of departmental author		
<b>External evaluation of research (List in alphabetical order by author)</b>		
a. With Heading: <b>Candidate's List of Reviewers (max. 3) – list in alpha order</b>		
b. With Heading: <b>Candidate's List of Reviewers to be Excluded (max. 2) – list in alpha order</b>		
c. With Heading: <b>List of Reviewers Approached (date of solicitation must be noted) – in alpha order</b>		
d. With Heading: <b>Description of Reviewers Who are Writing (must be full professor; if associate, need explanation).</b> *On the same page in alpha order: <b>CAP's List of Reviewers</b> and <b>Candidate's List of Reviewers</b>		
e. Sample copy of contact letter. Please write "SAMPLE LETTER" at top		
<b>External letters (min. 6 letters)</b> Includes 4 from persons not suggested by candidate		
f. Write "CAP's List" at top of letters ( <b>*in alpha order by author to match "d"</b> )		
g. Write "Candidate's List" at top of letters ( <b>max. 2</b> ) ( <b>*in alpha order by author to match "d"</b> )		
<b>Teaching Report (max. 6 pages)</b>  Evaluation of teaching signed by departmental author and conforming to the ACPET Guidelines available @ <a href="http://provost.nd.edu">http://provost.nd.edu</a> under Resources/Current Faculty tab.  a. Narrative summary and analysis of TCE and CIF results for all courses taught by candidate. -TCE Instructor History Report for courses taught between Fall 1997 and Spring 2008 <i>Request TCE history reports from the Provost's office (Kelley <a href="mailto:Collins.79@nd.edu">Collins.79@nd.edu</a>)</i> -CIF data for courses taught since Fall 2008 - Chairpersons are able to print data <i>(must be printed in color) 3 documents: History, Means, and Deciles</i>  b. Comprehensive evaluation of representative courses taught by the candidate. -Course design -Implementation and delivery -Evaluation of student work -Student perceptions  c. Appraisal of the candidate's additional contributions to teaching.		
<b>Service Report</b> a. Evaluation of service signed by departmental author (include quality and quantity)		
<b>Affirmative Action</b> <b>For women candidates - Required affirmative action materials (Provided by Provost's Office)</b>		