

## SPF/RESEARCH FACULTY FORMAL REVIEW/RENEWAL/PROMOTION CHECKLIST

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 and the front of the packet should be scanned and put in the Filemaker Pro document library. It is not necessary to scan the checklist.

For CAP departments, include all documents requested 1-14.

For non-CAP departments, you need only include 2,3,5,6,7,8,9, and **if teaching include 10a**, and 14 for women candidates being promoted.

NAME: _____	Renewal	Promotion
1. Letter from Dean to Provost (Dean's office includes)		
2. Letter from Chairperson/Director to Dean (in cases of joint appointments, letters from both departments and/or institutes are necessary)		
3. Statement defining duties, e.g., teaching schedule, administrative duties, research, etc. (as applicable)		
4. CAP Committee/College Committee Minutes, including vote		
5. Copy of Chairperson's/Director's review/renewal notification that was sent to SPF		
6. P Form		
7. Personal statement ( <b>5 pages max.</b> )		
8. CV		
9. Outside letters of support (In extraordinary circumstances with approval from the Associate Dean for Special Professional Faculty)		
<b>10. Synopsis of *TCE and CIF results</b>		
a. CIF data for courses taught since Fall 2008 - Chairpersons are able to print data <i>(must be printed in color)</i> <b>3 documents: History, Means, and Deciles</b> TCE Instructor History Report for courses taught before Fall 2008; *Request TCE history reports from the Provost's office (Kelley <a href="mailto:Collins.79@nd.edu">Collins.79@nd.edu</a> , 1-9488)		
b. Narrative summary, prepared by CAP, of numerical results		
11. Evaluation of teaching signed by CAP/SPF Promotion Committee member (where applicable)		
12. Evaluation of administrative duties by CAP/SPF Promotion Committee member		
13. Evaluation of service signed by CAP/SPF Promotion Committee member		
<b>14. Women candidates (affirmative action material from the Provost's office, 1-9488 ) PROMOTIONS ONLY</b>		

\*SPF/Research Faculty on annual contracts, regardless of rank, requires 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 Assistant Research Professor-** every three years or as necessitated by the possibility of a non-renewal;
- Associate SPF or Associate Research Professor-** at the time of the third year contractual renewal or when an associate moves from a one-year to a three-year contract or as necessitated by the possibility of a non-renewal;
- Full SPF-**at the time of the third or fifth year contractual renewal (as appropriate) or when moving from a one-year to a five-year contract, or as necessitated by the possibility of a non-renewal.

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