

SPF/RESEARCH FACULTY FORMAL REVIEW/RENEWAL CHECKLIST
DO NOT USE FOR PROMOTION PACKETS

Please be sure to compile your digital packet in the order listed below. Mark boxes (X) where necessary documents are included. The completed packet should be put in the Filemaker Pro document library before uploading to Box.

1. Form R	
2. Letter from Dean to Provost (Dean's office includes)	
3. Letter from Chairperson/Director to Dean (in cases of joint appointments, letters from both departments and/or institutes are necessary)	
4. Brief statement defining duties, e.g., teaching schedule, administrative duties, research, etc. written by chair or director (please give % of time/duty)	
5. Relevant CAP documents	
6. CAP/Committee on Reviews/Promotions for Special Professional Faculty Minutes, including vote and signatures	
7. Copy of the Chairperson's/Director's review/renewal notification that was sent to the SPF	
8. P Form	
9. Professional statement (5 pages max.)	
10. CV	
11. Outside letters of support (*In extraordinary circumstances with the approval from the Associate Dean for Special Professional Faculty)	
12. TCE and CIF data CIF data for courses taught since Fall 2008 <i>(must be printed in color)</i> 3 documents: History, Means, and Deciles TCE Instructor History Report for courses taught before Fall 2008 <i>*Request TCE history reports from the Provost's office (Demetra.Schoenig@nd.edu or 1-7633)</i>	
13. Evaluation of teaching (up to 6 pages max), following ACPET guidelines (including a narrative summary of the TCE/CIF data), by the CAP/Committee on Reviews/Promotions for Special Professional Faculty (when applicable)	
14. Evaluation of administrative duties by the CAP/Committee on Reviews/Promotions for Special Professional Faculty (when applicable)	
15. Evaluation of service by the CAP/Committee on Reviews/Promotions for Special Professional Faculty (when applicable)	
16. Evaluation of research (if part of duties, see (4) above) by the CAP/Committee on Reviews/Promotions for Special Professional Faculty	

Formal reviews must follow the full procedures set out in the Academic Articles and contain the materials in the checklist above and 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).

SPF/Research Faculty on annual contracts, regardless of rank, requires an informal review by the chairperson or director of the unit.

For any questions regarding the above procedure, please contact Chloe Leach in the Office of the Dean (631-8827)