

Teaching, Professor of the Practice, Clinical, Advising (TPCA)/Research/Library Faculty

FORMAL REVIEW/RENEWAL CHECKLIST

1.	Form R <i>Located on the Office of the Provost website</i>	
2.	Letter from the Dean to the Provost <i>Dean's office includes</i>	
3.	Letter from the Chairperson/Director to the Dean <i>In cases of joint appointments, letters from both departments and/or units are necessary</i>	
4.	Brief Statement Defining Duties <i>Teaching schedule, administrative duties, research, etc. written by the chair or director – please give % time/duty</i>	
5.	Relevant CRPT Documents <i>Located on the Office of the Provost website</i>	
6.	CRPT or Committee on Reviews/Promotions for TPCA Faculty Minutes <i>Must include vote and signatures</i>	
7.	Copy of the Chairperson/Director's Review/Renewal Notification sent to the faculty member	
8.	Form P <i>Located on the Office of the Provost website</i>	
9.	Professional Statement <i>Maximum of seven pages</i>	
10.	CV	
11.	Outside Letters of Support <i>In extraordinary circumstances with approval from the Dean's Office</i>	
12.	CIF Instructor Reports <i>Print 1 Document: Instructor History Summary - Must be printed in color Applies only to faculty who are the instructor of record for a course taught</i>	
13.	Evaluation of Teaching by the CRPT/Committee on Reviews/Promotions for TPCA faculty <i>If applicable Maximum of six pages and following ACPET guidelines (including a narrative summary of the CIF results)</i>	
14.	Evaluation of Administrative Duties by the CRPT/Committee on Reviews/Promotions for TPCA faculty <i>If applicable</i>	
15.	Evaluation of Service by the CRPT/Committee on Reviews/Promotions for TPCA faculty <i>If applicable</i>	
16.	Evaluation of Research by the CRPT/Committee on Reviews/Promotions for TPCA faculty <i>If applicable</i>	

Formal reviews must follow the full procedures set out in the Academic Articles and contain the materials in the checklist above. They are required under the following circumstances:

- **Assistants** - every three years or as necessitated by the possibility of a non-renewal.
- **Associates** - 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** - 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).