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

**FORMAL REVIEW/RENEWAL CHECKLIST**

1. **Form R**
   Located on the [Office of the Provost website](#)

2. **Letter from the Dean to the Provost**
   Dean's office includes

3. **Letter from the Chairperson/Director to the Dean**
   In cases of joint appointments, letters from both departments and/or units are necessary

4. **Brief Statement Defining Duties**
   Teaching schedule, administrative duties, research, etc. written by the chair or director – please give % time/duty

5. **Relevant CRPT Documents**
   Located on the [Office of the Provost website](#)

6. **CRPT or Committee on Reviews/Promotions for TPCA Faculty Minutes**
   Must include vote and signatures

7. **Copy of the Chairperson/Director's Review/Renewal Notification** sent to the faculty member

8. **Form P**
   Located on the [Office of the Provost website](#)

9. **Professional Statement**
   Maximum of seven pages

10. **CV**

11. **Outside Letters of Support**
    In extraordinary circumstances with approval from the Dean's Office

12. **CIF Instructor Reports**
    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

13. **Evaluation of Teaching** by the CRPT/Committee on Reviews/Promotions for TPCA faculty
    If applicable
    Maximum of six pages and following ACPET guidelines (including a narrative summary of the CIF results)

14. **Evaluation of Administrative Duties** by the CRPT/Committee on Reviews/Promotions for TPCA faculty
    If applicable

15. **Evaluation of Service** by the CRPT/Committee on Reviews/Promotions for TPCA faculty
    If applicable

16. **Evaluation of Research** by the CRPT/Committee on Reviews/Promotions for TPCA faculty
    If applicable

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.
- **Associate** - 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).