# Formal Review/Renewal Checklist

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<th>Description</th>
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| 1 | **Form R**
   Located on the [Office of the Provost website](https://www.provostwebsite.edu)                        |
| 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](https://www.provostwebsite.edu)                  |
| 6 | **CRPT or Committee on Reviews/Promotions for TPAC Faculty Minutes**
   Must include vote and signatures                                                             |
| 7 | **Copy of the Chairperson's/Director's Review/Renewal Notification** sent to the faculty member      |
| 8 | **Form P**
   Located on the [Office of the Provost website](https://www.provostwebsite.edu)                  |
| 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 TPAC 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 TPAC faculty
   If applicable                                                                                |
| 15| **Evaluation of Service** by the CRPT/Committee on Reviews/Promotions for TPAC faculty
   If applicable                                                                                |
| 16| **Evaluation of Research** by the CRPT/Committee on Reviews/Promotions for TPAC 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
- **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).