



College of Social and Behavioral Sciences

Promotion & Tenure/Annual Review Materials Checklist (Effective Fall 2010)
(Faculty applying for promotion and tenure)

	Old document requirement		New FAAR requirement
1	Faculty Review Routing Form	This form is used to document each level of review and recommendation and must have all required signatures and dates. <i>Form is located on the Provost's website.</i>	N/A
2	Statement of Expectations (SOE)	Submit signed copies of the current SOE (for annual review) and those from previous years.	Scan and attach for year under review (2011-2012) as well as all previous years under self-evaluation
3	Annual performance report	Submit the report for the year under review. Retain previous reports in your personal file.	Scan and attach for year under review (2011-2012) under self-evaluation
4	Curriculum vitae (CV)	Submit a current copy of the curriculum vitae.	Profile & Workload Forms in Faculty 180
5	Professional statement or narrative	Submit a narrative explaining your faculty role and how your choices and performance in the areas covered in the SOE combine to achieve this faculty role and show progress toward promotion and tenure.	Attach for year under review (2011-2012) under self-evaluation or add as an attachment in the Promotion and/or Tenure Overview Statement area.
6	Letters of recommendation & evaluation written by all committees (e.g., unit Annual Review, Faculty Status Com.) & administrators (e.g., chair, director, dean, Provost).	Recommendation letters for the current review are added to the file as it moves through the process. Submit previous letters from all levels of review since date of hire. For probationary review, this includes all previous retention and annual review letters.	Scan and attach for all one through five years under self-evaluation or add as an attachment in the Promotion and/or Tenure Overview Statement area.
7	Formal evaluations of teaching	Submit paper copies of SBS student opinion survey results and comments and other teaching evaluations that are approved unit policy from the year under review and all previous years.	Scan and attach under Fall/Spring Workload – click on Add for each class, online evaluations. Also add these in the Promotion and/or Tenure Teaching area.
8	Supporting materials in teaching, advising, & other student-related responsibilities	Submit course syllabi and other documentation of your performance in this area. Include a brief statement on your teaching philosophy, illustrate how this philosophy guided pedagogical choices and accomplishments, and show how these activities were evaluated and contributed to your unit's goals & emphases.	Scan and attach under Fall/Spring Workload – click on Add for each class, syllabi. Also want to add these as attachments in the Promotion and/or Tenure Teaching area.
9	Supporting materials in research, scholarship and/or creative activity	Submit documentation of your work in this area (e.g., publications, grant & contract work, exhibitions, papers, and the like). Include a brief overview of your work in this area, explain the appropriateness of the means of disseminating the work and how it was evaluated or reviewed, and indicate how the accomplishments combine to form a coherent body of work that contributed to your unit's goals & emphases.	Add in Workload form under scholarly activity. Also want to add these as attachments in the Promotion and/or Tenure Scholarship/Creative area.
10	Supporting materials in professional/community service	Submit documentation of your work in this area. Include a brief overview of your service activities and indicate how these accomplishments fulfill your service role and meet your unit's goals & emphases.	Add in Workload form under Institutional Service, Community Service, etc. Also want to add these as attachments in the Promotion and/or Tenure Service area.