

# Promotion to Professor Case Checklist

## Rank and Tenure Committee December 2, 2021

### Candidate Folder

- Your Self Assessment  
Limited to 20 pages, single spaced, 12-point font, 1-inch margins
- Curriculum Vitae
- All annual activity reports and/or eFAR since promotion to Associate
- Reviews of tenured faculty member (every four or five years)

### Teaching Folder

Teaching materials for the past five years, including

- Specific materials to document *your teaching excellence and a concern for improving the quality of your teaching*. You should include
  - Sample syllabi: The most effective presentation is a sample of an early syllabus and the most recent syllabus for selected courses taught multiple times. Your self-assessment should address the course refinements that took place and how those changes are reflected in the later syllabus.
  - Class assignments, tests, rubrics, etc. that demonstrate effective pedagogy and are addressed in the self-assessment. You can also include student papers with feedback/comments to students, particularly if you identify this as an important aspect of your teaching.
- Your Teaching and Course Feedback Forms
  - Paper Feedback Forms (through Spring 2016)
    - All feedback forms organized by semester, by course
    - Statistical summaries for each course, semester, and academic year
  - EvaluationKIT (Summer 2016 – present)
    - Quantitative and qualitative summaries for each course
    - Quantitative summaries for each academic year

EvaluationKIT instructions are posted on the Office of the Provost's website.

### **Scholarship Folder**

- Selected materials to document *your competence and continued growth in professional activity*. Materials may include
  - Complete .pdf versions of your most significant scholarly work, reviews of exhibitions or performances, and similar material organized chronologically, starting with the most current material.
  - Web links to specific sites or media files.

Rank and Tenure defines the term “forthcoming” to mean the scholarly work is in publication.

### **Service Folder**

- Selected materials to document *your substantial and sustained service and your distinct academic influence and leadership*.