

**Tenure and Promotion to Associate Professor
Case Checklist
Rank and Tenure Committee
May 6, 2026**

Candidate Folder

- Your Self-Assessment - limited to 20 pages, single spaced, 12-point font, 1-inch margins
- Curriculum Vitae
- Official graduate school transcript – electronic (from the issuing Institution send to facgov@plu.edu) or sealed envelope
- All annual activity reports + self-assessments and [eFAR](#)
- All annual reviews and special reviews
- Your Third Year Review (include self-assessment)

Teaching Folder

Teaching materials for the past five years, including:

- Your Teaching and Course Feedback from Qualtrics: [Qualtrics Dashboard access](#)
- All feedback forms organized by semester and by course
- Quantitative and qualitative summaries for each course
- Quantitative summaries for each semester and academic year
- Please note: Teaching and course feedback forms are not required for Spring 2020. Your summary for AY 19-20 will only include Fall 19 and J-term 20. If you do choose to include Spring 2020 forms, you will not be able to run a full summary of AY 19-20 due to the different questions that were asked during Spring 2020.
- 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.

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.
 - If your publications include books, please scan the front matter and table of contents and upload it to Interfolio, in addition to providing a hard copy to Carol Bautista.

- 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* to your department, the university, and/or your profession. Service to the university is expected. Materials may include:
 - Screenshots of webpages
 - Emails of acknowledgment
 - Copies of event programs
 - Advising documents