

PROMOTION/TENURE RECOMMENDATION CHECKLIST

CANDIDATE _____

DEPARTMENT _____

Joint appt _____

Adjunct appointment _____

Highest degree _____ Year received _____

Institution _____

Rank of first UW appointment _____

Year appointed _____

Present faculty rank _____

Years in rank _____

Recommended promotion/tenure action: _____

DOCUMENTATION (check items included)

___ Curriculum vitae

- ___ Education
- ___ PhD dissertation title
- ___ Employment
- ___ Research grants/contracts
- ___ Professional offices/awards/service
- ___ UW committees/duties/service
- ___ Talks/papers/presentations

___ Bibliography

- ___ Page numbers of length indicated
- ___ Types of publications indicated
- ___ Publications peer-reviewed before acceptance indicated
- ___ Principal author on jointly written publications indicated

___ Candidate's list of significant contributions & personal self-assessment statement

___ Chair's letter

- ___ Complete tally of departmental vote
- ___ Basis for positive & negative votes
- ___ Chair's independent recommendation
- ___ Description & evaluation of research, teaching, service
- ___ Summary of changes if previous recommendation denied/postponed

___ Summaries & candidate's responses

- ___ Summary of committee report provided to candidate
- ___ Candidate's response to committee report summary
- ___ Summary of departmental deliberations provided candidate

___ Chair's letter from joint/adjunct department

___ Evidence of teaching effectiveness

- ___ Courses taught at UW, dates, summary of evaluations
- ___ Graduate students supervised
- ___ Student assessment of teaching
- ___ Collegial assessment of teaching
- ___ Evaluation by chair & department committee

___ External evaluation

- ___ Outside letters of evaluations
 - ___ Qualifications of referees, how chosen, reasons for choice (*do not send referee CV's*)
 - ___ Sample letter from chair requesting the evaluation
- OR
- ___ Review of candidate's published or creative work
 - ___ Qualifications of reviewers