

Tenure and Promotion File Checklist

The following checklist should be used by Candidates applying for tenure and/or promotion, and by the University (URC) and Division Review Committees (DRCs), to ensure inclusion of all required components in the Tenure and Promotion File (TPF). The checklist notes mandatory requirements (R) to all applications in (1), as well as additional requirements for either tenure and promotion to Associate Professor (2) or promotion to Full Professor (3). For details please refer to Section 8 of the Tenure and Promotion Procedures (TPP).

Components designated (V) for variable may or may not be required depending on the specifics of any one application and may be checked 'Y', 'N' or 'N/A'.

Component	Y	N	N/A
1. Requirements for Tenure and Promotion Files - All Applications			
Letter of Application (R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tenure and Promotion Dossier (R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean's Summary Report of Initial Probationary Period (R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean's Written Assessment of Progress Since End of Initial Probationary Period (R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate's Response to Recommendation of the DRC (V) <i>If provided and applicable to deliberations of the URC.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Record of Questions and Answers Arising From Requests for Clarification of Contents of TPF (V) <i>If applicable to either the DRC or URC or both.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Record of Questions and Answers Arising from Candidates or Deans Being Invited to Appear Before the Committee (V) <i>If applicable to either the DRC or URC or both.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Requirements Specific to Applications for Tenure			
Student Evaluations Every Course Taught up to Application for Tenure (R) <i>Must include <u>all</u> regular and overload courses taught; must be on official UFV student course evaluation instrument.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer Evaluations for Minimum One Course per Semester up to Application for Tenure (R) <i>Must include two (2) different courses from two (2) different semesters in any one (1) academic year.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Requirements Specific to Applications for Professor			
All Required Article 13.5 Evaluations (R) <i>Maximum of two (2) most recent two 13.5 evaluations; minimum most recent Article 13.5 evaluations if only one since award of tenure.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Evaluations of a Representative Sample of Courses Taught in the Two Years Preceding the Application (R) <i>Must include a sample that adequately represents and provides evidence of the philosophy, scope, and instructional methods, and at all levels, of the courses taught by the candidate during the two (2) year period; must be on the official UFV student course evaluation instrument.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer Course Evaluations for One Course Per Semester in the Two Years Preceding the Application (R) <i>Must include peer review of at least four (4) different regular section courses distributed across the six (6) semesters (including summer) in the two (2) years preceding the application; must include in each peer course review at least one (1) in-class peer teaching observation.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Assessment by External Reviewers (R) <i>Normally two (2) letters of assessment are required; however, failure of one (1) of the two reviewers to provide letter of assessment before the TPF is opened by DRC will not prejudice candidate.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>