

**TPA CHECK-LIST, for use in the case of Promotions (from within)/Appointments (from without) to Associate Professor, or Professor, with or without tenure, or Senior Lecturer (without tenure).**

**Candidate's name:** \_\_\_\_\_

**Unit making recommendation:** \_\_\_\_\_

**ALL DOCUMENTATION MUST BE PRESENTED IN 12 COLLATED COPIES**

- Dossier Inventory Sheet
- Covering memorandum, including
  - The specific recommendation
  - Final vote (with numbers)
  - Names of faculty attending meeting at which vote taken
  - Names of eligible faculty *not* at this meeting
  - Stipulated quorum for such meetings
  - Dates and term of the proposed appointment/promotion
  - The academic unit's view of the importance of the candidate's academic specialty within the larger field or discipline
  - A general explanation of the reasons for abstentions (if any)
  - An explanation of the views of those voting in the minority
  - In addition to the foregoing, a full and candid discussion of the issues raised in the department meeting relative to this candidacy, and of the strengths and weaknesses of this case.
- Written explanation of recommendation provided the candidate**  
(internal negative promotion recommendations)
- Waiver of candidate's right to a personal appearance before the department** (for internal candidates only, if no such appearance is desired)
- Departmental Review of (separately) Teaching, Scholarship, and Service**, including written commentary on:
  - Candidate's scholarship and professional development
  - Candidate's teaching effectiveness
- Internal candidates only:**
  - Courses taught since last appointment
  - Tabular summary of departmental teaching evaluations
- Candidate's current CV.** All publications listed should be completely cited, including for each item the year of publication. (For details, see Handbook of Academic Administration, 16.1.6)
- Copies of all departmental annual reviews** of the candidate since last appointment (current Brown untenured faculty only)
- Copies of relevant **departmental correspondence** (including requests sent to external referees)
- Copies of **minutes of the official meetings on this matter**
- Five letters of recommendation** (not counting letters from mentors, close collaborators, dissertation, supervisors etc., or people who wrote for the same candidate at the time of an earlier personnel action at Brown.) Indicate for each referee whether initially proposed by the Department or the candidate. (If a promotion, five or more new letters of recommendation must come from new external referees.)
- Brief **biographies** of external referees
- Candidate's own **statement**
- Department **Standards and Criteria**

Please Submit Separately:

Actual **publications** (one copy of each)

Actual departmental **teaching evaluations** (one copy of each)