

TPA CHECK-LIST

Reappointments Only

Candidate's Name: _____

Unit making recommendation: _____

ALL DOCUMENTATION MUST BE PRESENTED IN 12 COLLATED COPIES (except as noted below)

- Covering memorandum, including:

- The specific recommendation
- Final Vote (with numbers)
- Names of faculty attending meeting at which vote was taken
- Names of eligible faculty *not* at this meeting
- Stipulated quorum for such meeting
- 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 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

- Waiver of the candidate's right to a **personal** appearance before the department, if no such appearance is desired.

Department Review of (separately) Teaching, Scholarship, and Service, including written commentary on:

- Candidate's scholarship and professional development
- Courses taught since last appointment at Brown
- Enrollment figures in these courses
- Written evaluation of teaching effectiveness
- 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 the Handbook of Academic Administration, 16.1.6)
- Copies of all **departmental annual reviews** of the candidate since last appointment
- Copies of **minutes of official meetings** on this matter
- Department's **Standards and Criteria**
- Actual **publications** (one copy of each)
- Actual departmental **teaching evaluations** (one copy of each)
- Candidate's own **statement**

Documentation for reappointments of Assistant Professors and Senior Lecturers must be presented in **12 collated copies**, and in **1 copy for Lecturers** and for those in the (**Research**), (**MBL**), or (**Clinical**) ranks.