TPAC CHECK-LIST: Promotions (from within) to Professor (tenure previously granted)

Please number the documents in the dossier according to the checklist below. Do not re-number the items, simply skip those that are not required. You no longer need to upload this sheet in the dossier.

1. **Covering memorandum, including**
   - The specific recommendation: promotion to full professor with tenure, and the effective date of promotion
   - Final department vote (with numbers)
   - Names of faculty attending meeting at which the vote was taken
   - Names of eligible faculty not at this meeting
   - Stipulated quorum for such meetings
   - A general explanation of the reasons for abstentions (if any)
   - An explanation of the views of those voting in the minority
   - The academic unit’s view of the importance of the candidate’s academic specialty within the larger field or discipline
   - 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

2. **For negative recommendations only**: Written explanation provided to the candidate

3. **Waiver of candidate’s right to a personal appearance before the department**

4. **Department review* of teaching, scholarship, and service**, including written commentary on:
   - Candidate’s scholarship and professional development
   - Candidate’s teaching effectiveness in both undergraduate and graduate courses, including a discussion of students’ qualitative evaluations. If the candidate supervised independent study and/or engaged in mentoring, an assessment of these activities should also be included

   *It is permissible to incorporate the Department Review into the cover memo

5. **Information on teaching since last contract review**:
   - Tabular summary including course numbers and titles, enrollment numbers, and numerical rankings
   - Other teaching material, such as syllabi, may be added here

6. **Candidate’s current CV**

7. **Candidate’s statement**

8. **Annual reviews (not required for promotion to full professor)**

9. **Department correspondence with the selected referees** (including a sample solicitation letter and relevant evaluator responses)

10. **Letters of recommendation** Eight letters are required, at least five of which must be from individuals who are not close collaborators, dissertation supervisors, or otherwise have a potential conflict of interest. A limited number of writers from a previous action (such as the tenure case) may be included

11. **Brief biographies** of external referees. Indicate whether each referee was proposed by the department or the candidate

12. **Minutes of the official meeting in which the department voted on the recommendation**

13. **Department Standards and Criteria**

14. **Publications**

15. **Teaching evaluations** A Cognos report of teaching since the last contract review may be used to replace actual teaching evaluations, please ensure that student comments are included, when available

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