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. For departments using electronic teaching evaluations, Cognos report “TPAC Tabular Summary of Teaching” may be used to create this.
   - 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. **Cognos report "Course Evaluations"** - Selected Instructor or TA” may be used to replace actual teaching evaluations. Please include only those courses taught since last review or since appointment (for reappointment cases) and ensure that student comments are included, when available.

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