TPAC CHECK-LIST: Appointment as Associate Professor or Professor (Professor of the Practice, MBL, or Research)

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: appointment as [rank]. *Please provide specific start and end dates*
   - 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 to candidate (*not required for external candidates*)

3. **Waiver of candidate’s right to a personal appearance before the department** (*not required for external candidates*)

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

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

5. **Information on teaching since last appointment** (*not required for external candidates*)

6. **Candidate’s current CV**

7. **Candidate’s statement** (*not required for external candidates*)

8. **Annual reviews** (*not required for external candidates*)

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

10. **Letters of recommendation**. Five letters are required, which should be from individuals who are not close collaborators, dissertation supervisors, etc.

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**, if available

Updated 8.2015