TPAC CHECK-LIST: Reappointment for 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: reappointment 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 provided to the candidate

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

4. **Department review** of scholarship, as well as teaching and service if relevant to the proposed position, including written commentary on:
   - Candidate’s scholarship and professional development
   - Candidate’s teaching effectiveness in both undergraduate and graduate courses (if relevant to proposed position)

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

5. **Information on teaching since last contract review** (if relevant to proposed position)
   - Tabular summary including course numbers and titles, enrollment numbers, and numerical rankings
   - Class observations by peers, if available
   - 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 reappointment cases)*

9. **Department correspondence** *(not required for reappointment cases)*

10. **Letters of recommendation** *(not required for reappointment cases)*

11. **Brief biographies** of external referees *(not required for reappointment cases)*

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 relevant to proposed position)* 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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