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. For departments using electronic teaching evaluations, Cognos report "TPAC Tabular Summary of Teaching" may be used to create this.
   - 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. **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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