

Faculty Committee for Tenure, Promotion, and Academic Freedom

Checklist for Tenure Portfolio

TPAF Committee Recommendation due to Provost by March 1

Candidate: _____

Must include:

- _____ 1. **Cover and signature page** to include:
 - _____ a. full name of faculty member
 - _____ b. department affiliation
 - _____ c. date of first employment as a tenure-track faculty member
 - _____ d. notation as to any years of credit for tenure for previous experience
- _____ 3. signature lines for
 - _____ Department Chair or Dean
 - _____ Provost
 - _____ Chair of TPAF Committee
 - _____ President
- _____ 2. **Annual reports** for faculty member
- _____ 3. **Reports from ad hoc tenure committee** (one for each year of tenure-track employment)
- _____ 4. **Documentation of professional development**
(scholarship, service to University and community, evidence of scholarly/community involvement and contribution)
- _____ 5. **Current resume**
 - _____ **updated transcripts** for continued formal education since initial appointment
- _____ 6. **Record of tenure vote** of the faculty member's school

May include:

- _____ 1. Measures of teaching effectiveness
- _____ 2. Evaluations by department chair or dean
- _____ 3. Recommendation of dean or department chair

Checklist completed by _____

TPAF Committee Member

Date