



2023-24 Promotion and/or Tenure Recommendation Checklist

This completed checklist **MUST** be attached as the coversheet for every mandatory, non-mandatory, and non-mandatory early promotion and/or tenure (P&T) record prior to submitting to Academic HR for review.

CANDIDATE'S NAME: _____

Primary Unit: _____

Joint Unit(s): _____

Adjunct Unit(s): _____

Current Rank: _____

Rank After Promotion: _____

Promotion Action: Mandatory Non-Mandatory Non-Mandatory Early Postponed Mandatory

Chair/Dir/Campus Dean Recommendation: Promote Postpone Deny Award of Tenure Only

Council Recommendation*: Promote Postpone Deny Award of Tenure Only

Dean/Chancellor Recommendation: Promote Postpone Deny Award of Tenure Only

*The council identified here is the elected faculty council of the school/college/campus who is advisory to the dean/chancellor ([Faculty Code Section 24-54C](#)).

Tenure Percent (indicate tenure split if applicable) _____

If recommending promotion to professorial research or teaching track titles/ranks, include:

Number of years for initial term: _____

New appointment enddate: _____

VOTING ACTION:

After reviewing and discussing the candidate's record, eligible voting faculty members shall vote whether to recommend promotion (Favorable / Unfavorable / Abstain) ([Faculty Code 24-54B](#)).

	PRIMARY DEPARTMENT/UNIT	ADVISORY COUNCIL	SUBCOMMITTEE (if used)
Total Eligible*:	_____	_____	_____
Favorable:	_____	_____	_____
Unfavorable:	_____	_____	_____
Abstain:	_____	_____	_____
Absent:	_____	_____	_____

*Vote counts must add up to the total number of eligible voters (total eligible = # absent + # abstain + # unfavorable + # favorable). Please be clear about whether the chair/director/campus dean's vote is included in the total. A favorable recommendation requires a majority (i.e., >50%) of favorable votes out of the total number of eligible votes. [See Voting Matrix](#) for promotion/tenure voting guidelines.

DOCUMENTATION: Promotion and/or tenure records must be arranged in this order and include required items.

***Optional* in 2023-2024:** P&T records (PDF files) may include clearly marked bookmarks for each of the sections in the checklist. Including bookmarks may help expedite the review process.

See the [OAP Promotion and Tenure pages](#) and [Faculty Code Section 24-54](#) for further details.

	Promotion and/or tenure recommendation checklist (this document)
	Pre-submission Workday Check
	Dean/chancellor letter
	Dean/chancellor communication(s) to candidate and response (if applicable)
	Advisory council committee report
	Confirmation advisory council report sent to candidate (if unfavorable or conflicts with faculty vote)
	Chair/director/campus dean letter
	Confirmation candidate was provided copy of faculty report with opportunity to respond
	Candidate's confirmation receipt and response (if submitted) to faculty report*
	Joint appointing unit chair/director/campus dean letter and review documents (if applicable) <i>Include chair/director/campus dean's letters (and dean's/chancellor's letters, where candidate's secondary unit lies outside their primary school/college/campus), with vote counts from both units.</i>
	Tenure Split documentation (if applicable)
	Adjunct appointing unit chair/director/campus dean concurrence (if applicable)
	Subcommittee report, including names of committee members (if applicable)
	Confirmation candidate was provided copy of subcommittee report with to include member names opportunity to respond
	Candidate's confirmation of receipt and response (if submitted) to subcommittee report *
	Candidate self-assessment
	CV
	External letters of review – Minimum of 3 letters from arm's length (non-conflicted) reviewers <ul style="list-style-type: none"> • Include example letter of solicitation to external reviewers
	Peer teaching evaluations <ul style="list-style-type: none"> • Assistant professors: Required for each academic year engaged in teaching • Associate professors or professors: Required every 3 academic years** <i>Evaluations: Include date and name of evaluator; must be conducted in the same academic year as the evaluation. Evaluations included in P&T record (PDF) should be in chronological order.</i>
	Student teaching evaluations <ul style="list-style-type: none"> • Minimum of 1 course/academic year in any year of teaching. • Evaluations in the electronic P&T record (PDF) should be in chronological order. • Include both quantitative course ratings and qualitative comments from summary reports

*Confirmation may be a simple email exchange acknowledging receipt of report and opportunity to respond within 7 calendar days.

Required for **all faculty in academic year leading up to P&T review.

Unit administrators: Use this space to provide additional explanation about peer and/or student teaching evaluations or other relevant factors for consideration when reviewing this candidate's record: