



A&S Promotion and/or Tenure Review Checklist

FALL 2023

Candidate's Name			
Department		No. of Eligible Voting Faculty	

INSTRUCTIONS

All paperwork must be in the sequence/order according to the checklist below. Complete formal review file must be sent to monicametcalf@miami.edu on or before **Friday, October 6, 2023.**

CHECKLIST

Use the following checklist to confirm the documents included in the file:

<input type="checkbox"/>	Completed DF-15 form
<input type="checkbox"/>	Completed teaching evaluation form; colleague or peer teaching evaluations (minimum of two as per College's P&T Policy)
<input type="checkbox"/>	Memorandum of recommendation from the chair*
<input type="checkbox"/>	Written summary of the discussion/recommendation of voting faculty as prepared by the faculty member elected as reporter*
<input type="checkbox"/>	Signed letter from the individual faculty explaining/clarifying his/her vote (optional)
<input type="checkbox"/>	Candidate's written response to oral characterization provided by the chair (optional)
<input type="checkbox"/>	Curriculum vitae
<input type="checkbox"/>	Candidate's written career assessment also known as Progress Report (optional) <ul style="list-style-type: none"> ▪ Research ▪ Teaching ▪ Service
<input type="checkbox"/>	Minimum of 5 letters from external reviewers
<input type="checkbox"/>	Biographical data on external reviewers ("Letter of External Review – Cover page")
<input type="checkbox"/>	Copy of the letter used to solicit letters from arms-length external reviewers (1 only)
<input type="checkbox"/>	Completed scholarly review certification form
<input type="checkbox"/>	Copy of the Midpoint review DF-15 form (if Mandatory Tenure Review); copy of the Final Review DF-15 form (if Promotion to the rank of professor)
<input type="checkbox"/>	Confirmation that articles have been submitted and accepted (optional); confirmation that the book is "between the covers" (required if promotion to the rank of Professor)
<input type="checkbox"/>	Candidate's portfolio of scholarly/creative materials (optional)
Also include:	
<input type="checkbox"/>	This checklist, dated and signed by the chair, attached to the documents mentioned above

*Please ensure that you have not identified individual voting faculty by name in this document. Refer as needed to Professor 1, Professor 2, etc.

Questions regarding compilation of packets, forms, supplemental materials or other administrative details should be directed to Monica Metcalf (monicametcalf@miami.edu). Any questions, however, regarding policies, procedures, voting regulations or any concerns expressed by faculty should be directed to the Senior Associate Dean for Faculty Affairs, Jennifer Ferriss-Hill (j.ferrisshill@miami.edu).

Chairperson signature: _____ **Date:** _____