A&S Assessment of Progress Toward Tenure Checklist

Candidate's Name  Date Eligible for Tenure

Department

Please record the numerical Divisional/Departmental vote on items applicable to this candidate in the sections below.

No. of Faculty eligible to vote on this case
(please ensure that all vote totals in the section below equal this number)

Adequate progress toward tenure  Yes  No  Abstain  Not Present

INSTRUCTIONS
- Please provide one original of the documents listed below
- All paperwork must be in the sequence/order according to the checklist below
- Do not use a staple or paper clip to fasten the document. You may use a binder clip or a rubber band to keep the complete packet together

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

☐ Completed teaching evaluation form
☐ Candidate's written career assessment (optional)
☐ Memorandum of recommendation from the chair
☐ Written summary of the discussion/recommendation of voting faculty as prepared by the faculty member elected as reporter
☐ Curriculum vitae

Also include:
☐ This checklist, dated and signed by the chair, attached to the original documents

Complete formal review files must be delivered to the attention of College of Arts and Sciences Faculty Affairs, Ashe Building, Room 200 on or before Friday, January 25, 2019.

Questions regarding compilation of packets, forms, supplemental materials or other administrative details should be directed to Nadieska Gonzalez Miranda (nadieska@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, Douglas Fuller (dofuller@miami.edu).

Chairperson Name  Date  Signature

Revised: 8/1/2018