



A&S Promotion and/or Tenure Review Checklist FALL 2019

Candidate's Name			
Department		No. of Eligible Voting Faculty	

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:

<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); executed contracts for book publication (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 original documents

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, Maria Galli Stampino (mgstampino@miami.edu).

Chairperson signature: _____ **Date:** _____