



A&S Midpoint Review Checklist

SPRING 2020

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"/>	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"/>	Two letters from arms-length external reviewers (recommended)
<input type="checkbox"/>	Biographical data on external reviewers ("Letter of External Review – Cover page;" if external letters are submitted)
<input type="checkbox"/>	Copy of the letter used to solicit letters from arms-length external reviewers (1 only; if external letters are submitted)
<input type="checkbox"/>	Completed scholarly review certification form
Also include:	
<input type="checkbox"/>	This checklist, dated and signed by 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:** _____