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:

☐ Completed DF-15 form
☐ Completed teaching evaluation form; colleague or peer teaching evaluations (minimum of two as per College’s P&T Policy)
☐ 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
☐ Candidate’s written career assessment also known as Progress Report (optional)
  - Research
  - Teaching
  - Service
☐ Two letters from arms-length external reviewers (recommended)
☐ Biographical data on external reviewers (“Letter of External Review – Cover page;” if external letters are submitted)
☐ Copy of the letter used to solicit letters from arms-length external reviewers (1 only; if external letters are submitted)
☐ Completed scholarly review certification form

Also include:
☐ 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: ____________