A&S Promotion and/or Tenure Review Checklist
FALL 2021

<table>
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<tr>
<th>Candidate’s Name</th>
<th>Department</th>
<th>No. of Eligible Voting Faculty</th>
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**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
- [ ] Signed letter from the individual faculty explaining/clarifying his/her vote (optional)
- [ ] Candidate’s written response to oral characterization provided by the chair (optional)
- [ ] Curriculum vitae
- [ ] Candidate’s written career assessment also known as Progress Report (optional)
  - Research
  - Teaching
  - Service
- [ ] Minimum of 5 letters from external reviewers
- [ ] Biographical data on external reviewers (“Letter of External Review – Cover page”)
- [ ] Copy of the letter used to solicit letters from arms-length external reviewers (1 only)
- [ ] Completed scholarly review certification form
- [ ] 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)
- [ ] Confirmation that articles have been submitted and accepted (optional); executed contracts for book publication (required if promotion to the rank of Professor)
- [ ] Candidate’s portfolio of scholarly/creative materials (optional)

*Also include:*
- [ ] 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, Jennifer Ferriss-Hill (j.ferrisshill@miami.edu).

*Chairperson signature: ____________________________  Date: ____________