



A&S Midpoint Review Checklist

SPRING 2023

Candidate's Name			
Department		No. of Eligible Voting Faculty	

INSTRUCTIONS

All paperwork must be in the sequence/order according to the checklist below. Complete formal review file must be sent to nadieska@miami.edu on or before **Wednesday, March 1, 2023.**

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 the chair, attached to documents mentioned above

***Please ensure that you have not identified individual voting faculty by name in this document. Refer as needed to Professor 1, Professor 2, etc.**

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:** _____