## UTC Tenure/Promotion Folder Checklist

Name:		Department:		
UTCID:		Personnel №:		
This form is for (checl	Personnel Nº:			
Tenure	Promotion to Associate Professor	Promotion to Full Professor		

<u>The tenure/promotion folder</u> is a collection of documents which proceed up the administrative chain according to the process laid out in § 3.10.5 of the UTC Faculty Handbook. If a faculty member applies for both tenure and promotion, a single folder will suffice.

<u>The tenure/promotion dossier</u> is a collection of materials used by the RTP Committee and department head to conduct a thorough evaluation of the faculty member with respect to the standards laid out by the UTC Faculty Handbook and departmental bylaws.

The list below is for the <u>tenure/promotion folder</u>. Please add items to folder in the order shown below. The tenure/promotion folder may be physical or digital. Each candidate for tenure/promotion should confirm the format required for her or his department and/or college. Regardless, digital copies will be utilized when folders are received and ultimately archived in UTC Faculty Records.

Complete	Date	Material	Responsible Party
N/A	N/A	This checklist.	Faculty Member
N/A	N/A	Tenure Recommendation Form Filled & Signed (if a tenure case)	All Reviewers
N/A	N/A	Promotion Recommendation Form Filled & Signed (if promotion case)	All Reviewers
		Updated Curriculum Vitæ	Faculty Member
		Executive Summary (mandatory 1 page limit)	Faculty Member
		Summary of all EDO Evaluations	Faculty Member
		Teaching Philosophy (for tenure only, recommended 1 page length)	Faculty Member
		Student Ratings of Faculty (recommend: last 6 regular semesters)	Faculty Member
		Initial Appointment Letter and all Reappointment Letters	Faculty Member
		Peer Evaluation of Teaching	RTP Committee Chair
		External Reviews (minimum of two)	RTP Committee Chair
		Letter from RTP to Faculty Member	RTP Committee Chair
		Letter from RTP to Department Head	RTP Committee Chair
		Letter from Department Head to Faculty Member	Department Head
		Letter from Department Head to RTP Committee	Department Head
		Letter from Department Head to Dean	Department Head
		Letter from College RTP Committee to Dean	College RTP Comm. Chair
		Letter from Dean to Faculty Member	Dean
		Letter from Dean to Provost	Dean
		Letter from Provost to Faculty Member	Provost
		Letter from Provost to Chancellor	Provost
		Letter from Chancellor to Faculty Member	Chancellor
		Letter from Chancellor to President	Chancellor

Notes:

- Evidence of teaching, research/scholarly/creative activity, and service should be thoroughly addressed in the department head's letter to the dean or in the dean's letter to the Provost.
- Teaching Philosophy document required only for consideration for tenure.