**Formal RPT Summary**

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|  | 1. Formal Retention, Promotion, Tenure Summary Worksheet |
|  | 1. Tenure-track Probationary Period Worksheet (if needed)    1. Authorization of changes to extend or reduce probationary period (if applicable) |

**Past Reviews**

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|  | 1. Past Formal & Informal Reviews, including CV from last formal review |

**Department/College Guidelines**

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|  | 1. Copy of Department RPT Guidelines used for review (must be fully approved) |
|  | 1. Formal Review Schedule during Transition between Policies (as needed) |

**Evidence of Faculty Responsibility**

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|  | 1. Letters of administrative reprimand and latest findings, decisions, or recommendations from University committees or officials (if applicable) |

**Curriculum Vitae**

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|  | 1. Candidate’s updated & complete curriculum vitae (CV) |

**Research/Scholarship**

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|  | 1. Research Statement |
|  | 1. Publications / Creative Works |

**Teaching/Course Materials**

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|  | 1. Teaching Statement |
|  | 1. Teaching Report / Peer Review of teaching |
|  | 1. Course evaluation summaries since last formal review, up to 5 years |
|  | 1. Spring 2020 SVP Memo on Evaluations (required if Spring 2020 evaluations included) |
|  | 1. Syllabi / other course material |

**Service**

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|  | 1. Service Statement |
|  | 1. Evidence of Faculty Service |

**External Evaluations**

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|  | 1. Sample letter of request for external and/or request for internal letters (if present) |
|  | 1. External Reviewer Grid (include how chosen, recommended by whom, and qualifications) |
|  | 1. Signed Waiver or Non-waiver form |
|  | 1. Letters of Evaluation from recognized experts (verify qualified, not candidate’s Ph.D. advisor, and CV behind letter) |

**Letters & Reports**

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|  | 1. Student Advisory Committee Report(s) (SAC officers must sign) |
|  | 1. Recommendation of Academic Program (if present) |
|  | 1. Ad-Hoc or Subcommittee Report |
|  | 1. Signed report of department faculty advisory committee deliberation cc’d to candidate 2. Signed by committee secretary & RPT chair 3. List names of committee members, present & absent voting members |
|  | 1. Signed department chair’s letter of recommendation cc’d to candidate |
|  | 1. Candidate’s response to department (optional) |
|  | 1. Signed report of college RPT advisory committee deliberations 2. Signed by committee secretary & listing names of committee members present |
|  | 1. Dean’s letter of recommendation cc’d to candidate & dept. chair |

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|  | 1. Candidate’s response to college/dean letters (if present) |

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|  | 1. University Promotion and Tenure Advisory Committee Report (if applicable) |

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|  | 1. Senior Vice President for Academic Affairs recommendation to President |

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|  | 1. Candidate’s response to Senior Vice President’s letter (if present) |
|  | 1. Decision from the University President (Promotion & Tenure, or Non-Retention only) |