**Formal RPT Summary**

|  |
| --- |
|[ ]  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**

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

**Department/College Guidelines**

|  |
| --- |
|[ ]  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**

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

**Curriculum Vitae**

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

**Research/Scholarship**

|  |
| --- |
|[ ]  1. Research Statement
 |
|[ ]  1. Publications / Creative Works
 |

**Teaching/Course Materials**

|  |
| --- |
|[ ]  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**

|  |
| --- |
|[ ]  1. Service Statement
 |
|[ ]  1. Evidence of Faculty Service
 |

**External Evaluations**

|  |
| --- |
|[ ]  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**

|  |
| --- |
|[ ]  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
 |

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

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

|  |
| --- |
|[ ]  1. Senior Vice President for Academic Affairs recommendation to President
 |

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