



**Formal RPT Summary**

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

**Past Reviews**

- 3. Past Formal & Informal Reviews, including CV from last formal review

**Department/College Guidelines**

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

**Evidence of Faculty Responsibility**

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

**Curriculum Vitae**

- 7. Candidate's updated & complete curriculum vitae (CV)

**Research/Scholarship**

- 8. Research Statement
- 9. Publications / Creative Works

**Teaching/Course Materials**

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

**Service**

- 15. Service Statement
- 16. Evidence of Faculty Service

**External Evaluations**

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

**Letters & Reports**

- 21. Student Advisory Committee Report(s) (SAC officers must sign)
- 22. Recommendation of Academic Program (if present)
- 23. Ad-Hoc or Subcommittee Report
- 24. Signed report of department faculty advisory committee deliberation cc'd to candidate
  - a. Signed by committee secretary & RPT chair
  - b. List names of committee members, present & absent voting members
- 25. Signed department chair's letter of recommendation cc'd to candidate
- 26. Candidate's response to department (optional)
- 27. Signed report of college RPT advisory committee deliberations
  - a. Signed by committee secretary & listing names of committee members present
- 28. Dean's letter of recommendation cc'd to candidate & dept. chair
- 29. Candidate's response to college/dean letters (if present)
- 30. University Promotion and Tenure Advisory Committee Report (if applicable)
- 31. Senior Vice President for Academic Affairs recommendation to President
- 32. Candidate's response to Senior Vice President's letter (if present)
- 33. Decision from the University President (Promotion & Tenure, or Non-Retention only)