CHECKLIST FOR PROMOTION AND/OR TENURE

EKU POLICY: [Tenure and Promotion Policy (4.6.4)](#)
COLLEGE POLICY: [CEAHS Policy](#) (adopted April 2023)   [Previous COE Policy](#) (rev June 2020)
INSTRUCTIONS: [Digital Submissions 2023-2024 Guidebook](#)
FORMS: [Tenure and Promotion (Policy 4.6.4) Forms](#)

FOR THE CANDIDATE:

PREPARATION

_____ Review University, College, and Department policies and procedures

_____ For non-tenured, tenure-track faculty also submitting an application for promotion, please refer to the FAQs in Appendix A in the Digital Submission Guidebook (linked above)

MAIN FOLDER *(created by College AA)*
College will open a folder for each Candidate and share permissions (for their individual folder)
   Title Format: Last Name_First Name_Action   Example: Wies_Jennifer_Annual Evaluation Year 5

_____ Prepare and organize documents below in <u>PDF Format</u> on your hard drive
   Naming Conventions: LastNameFirstInitial_Content   Example: WiesJ_Teaching_Evaluations

SUBFOLDER 1 – Application and Informational Materials

_____ Letter of Intent
_____ Initial Terms of Employment (include any previously agreed-upon exceptions, if applicable)
_____ Current Curriculum Vitae
_____ Application and Self-Evaluation on current year's form, linked above

SUBFOLDER 2 – Supporting Materials

_____ Informational Materials
   _____ Department P&T standards
   _____ College P&T standards
   _____ Student opinion questionnaire (if administered instead of eXplorance Blue)
   _____ Description of Department's secondary systematic method

_____ Prior non-tenured annual evaluations AND reports *(in reverse chronological order)*

_____ Teaching Documentation *(such as)*
   _____ Teaching evaluation instrument report
   _____ Summary data of secondary systematic method
   _____ Peer evaluations
   _____ Representative syllabi for courses taught
   _____ Other documentation of teaching effectiveness

_____ Scholarship Documentation *(such as)*
   _____ Copies of publications
   _____ Letters of acceptance from editors and publishers for accepted/forthcoming publications
   _____ Copies of evaluations for performances, etc.
   _____ Published abstracts of presentations
   _____ Other evidence of quality scholarly and creative activities

_____ Service Documentation *(such as)*
   _____ Evidence of service to the Department
   _____ Evidence of service to the College
   _____ Evidence of service to the University
   _____ Evidence of service to the profession *(including professionally-related service to the community and other external groups)*

   _____ **UPLOAD** to EKU Google Drive Folder by appropriate deadline

FOR P&T COMMITTEES, CHAIRS, AND DEANS:

* Non-tenured tenure-track faculty members applying for promotion only must also be evaluated for reappointment. See FAQs in Digital Submission Guidebook (link above). The promotion application for evaluation of these faculty members shall also include an annual evaluation cover page as well as committee recommendations for both annual evaluation and promotion (Policy 4.6.5, P. 4) and a recommendation for reappointment all on the appropriate forms.

For faculty members applying either for tenure or for both tenure and promotion, tenure review serves as the annual evaluation and reappointment process.

SUBFOLDER 3 – Recommendations *(created by the Department Chair in EKU Google Drive)*

- Current year Department-level evaluations/forms *(uploaded by Department Chair)*

    Department P&T Committee
    _____ Prepare Evaluation Report on Current Year's Form
    _____ Indicate recommendation on appropriate form(s)*
    _____ All committee members sign
    _____ Submit to Department Chair

    Department Chair
    _____ Create Subfolder 3 (Recommendations) in the main Candidate folder
    _____ Indicate recommendation on appropriate form(s)*, with rationale if not concurring
    _____ Sign
    _____ Dept. Chair (and/or P&T Committee Chair) Meets with Candidate to review recommendations
    _____ Provide Candidate with copy of report & obtain their signed receipt
    _____ Notify Candidate in writing of recommendation, with justification for decisions
    _____ Include reconsideration forms and additional documentation, if applicable
    _____ Upload Department-level evaluations, recommendation forms, (and additional documentation, when applicable) to EKU Google Drive folder by deadline

- Current year College-level evaluations/forms *(uploaded by Dean)*

    College P&T Committee
    _____ Complete current year's recommendation form(s)*. If different from previous decision makers, state reasons.
    _____ All committee members sign
    _____ Submit to Dean

    Dean
    _____ Complete current year's recommendation form(s)*. If different from previous decision makers, state reasons.
    _____ Sign
    _____ Notify Candidate in writing of recommendation, with justification for decisions
    _____ Upload College-level evaluations/ forms to EKU Google Drive (Candidate's individual folder) by appropriate deadline

    *Note: Promotion applications with a negative recommendation by the Dean will not be reviewed further unless the Candidate submits a brief letter to Dean, copy to Dept. Chair, within 5 calendar days of notification requesting the review process continue. This is not an appeal.

- Current year Provost evaluations/forms *(uploaded by Provost)*