

CHECKLIST for NOTEBOOK 1 (Small Binder)

TAB 1: ___ CHECKLIST for NOTEBOOK 1 (this document)

TAB 2: Informational Materials (*candidate responsibility*)

- (a) ___ A copy of the letter (or email) of intent to apply for tenure and/or promotion
- (b) ___ A copy of initial terms of appointment and, if applicable, any written, previously agreed-upon exceptions to the promotion and tenure policy
- (c) ___ A copy of a current curriculum vita utilizing the College's standard format
- (d) ___ The application and self-evaluation on the appropriate University form (i.e., application form)

TAB 3: Department Evaluation Report SIGNED (*department committee and chair responsibility*)

- (a) ___ Department evaluation report with recommendation(s) for tenure and/or promotion

TAB 4: College Evaluation Materials (*college committee and dean responsibility*)

- (a) ___ College evaluation report with recommendation(s) for tenure and/or promotion

TAB 5: University Evaluation Materials (*Provost office*)

- (a) ___ University evaluation report with recommendation(s) for tenure and/or promotion