

CHECKLIST FOR APPLICATIONS FOR TENURE AND/OR PROMOTION (NOTEBOOK 1)

*College of Science (COS) and College of Letters, Arts & Social Sciences (CLASS)
Eastern Kentucky University*

Name _____ Department _____

College _____

The complete application package for tenure and/or promotion shall be submitted in two notebooks. Items 1a-1e required by university Policy 4.6.4P, page 8, shall be placed in Notebook 1 (smaller notebook). Items under 1f shall be placed in Notebook 2 (larger notebook) and, if appropriate, an expandable folder. Candidates from both COS and CLASS may pick the notebooks and expandable folders from the College of Arts & Sciences Dean's office before July 1, 2016 and from the COS Dean's office thereafter.

1. ____ College of Science and College of Letters, Arts & Social Sciences checklist for **NOTEBOOK 1 (this document)**
2. Informational Materials (**candidate responsibility**)
 - (a) ____ A copy of the letter of intent to apply for tenure, promotion, or both.
 - (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 vitae utilizing the College of Arts & Sciences standard format (CV format approved by COS or CLASS may be used if available at time of application).
 - (d) ____ Copies of non-tenure annual evaluation reports by evaluators (i.e. department committee and/or department chair reports on non-tenured faculty evaluations; in reverse chronological order).
 - (e) ____ The self-evaluation on the appropriate University form (i.e. application form on green paper)
3. Department Evaluation Materials (**department committee and chair responsibility**)
 - (a) ____ Department evaluation report(s)/recommendation(s) for tenure and/or promotion
4. College Evaluation Materials (**college committee and dean responsibility**)
 - (a) ____ College evaluation report(s)/recommendation(s) for tenure and/or promotion

CHECKLIST FOR APPLICATIONS FOR TENURE AND/OR PROMOTION (NOTEBOOK 2)

*College of Science (COS) and College of Letters, Arts & Social Sciences (CLASS)
Eastern Kentucky University*

Name _____ Department _____

College _____

The complete application package for tenure and/or promotion shall be submitted in two notebooks. Items 1a-1e required by university Policy 4.6.4P, page 8, shall be placed in Notebook 1 (smaller notebook). Items under 1f shall be placed in Notebook 2 (larger notebook) and, if appropriate, an expandable folder. Candidates from both COS and CLASS may pick the notebooks and expandable folders from the College of Arts & Sciences Dean's office before July 1, 2016 and from the COS Dean's office thereafter.

1. Informational Materials.

- (a) ___ COS and CLASS checklist for **NOTEBOOK 2 (this document)**.
- (b) ___ Coversheet (Copy of first page of university self-evaluation form).
- (c) ___ Departmental promotion and tenure standards.
- (d) ___ Systematic student opinion questionnaire (if administered instead of the IDEA instrument).
- (e) ___ Description of department's second systematic method of assessing teaching performance.

2. ___ Non-tenured annual self-evaluations (in reverse chronological order).

3. Teaching Documentation

- (a) ___ IDEA reports (or summary data of approved department alternative).
- (b) ___ Summary data of second systematic method of assessing teaching performance.
- (c) ___ Peer evaluations.
- (d) ___ Representative syllabi for courses taught.
- (e) ___ Other documentation of teaching effectiveness.

4. Scholarship Documentation

- (a) ___ Copies of publications, monographs, and workshop materials (materials that do not fit within the notebook may be placed in one expandable folder).
- (b) ___ Letter of acceptance from editor/publisher for publications listed as accepted/forthcoming.
- (c) ___ Copies of evaluations for performances, exhibitions, and productions that were refereed/juried or critically evaluated.
- (d) ___ Published abstracts of presentations.
- (e) ___ Other evidence of quality scholarly/creative activities.

5. Service Documentation

- (a) ___ Evidence of service to the department, college, university and the profession, and of professionally-related community service. Documentation should illustrate the charge of the committee, the amount of time involved in each service commitment (frequency and length), what was accomplished by the committee, and any significant/special contributions by the candidate to the committee.