

## CLAS Tenure and Promotion Checklist [rev. 7-23-24]

Applicant: Complete and check the box next to each item below. Provide a signed copy of this checklist to your department chair when you have completed your application and dossier in your Google Drive folder. Please be sure to review the instructions on preparing your document. The instructions are contained in the “Tenure/Reappointment Application Instructions” document on the CLAS Faculty/Staff Human Resources page: <https://umaine.edu/las/faculty-resources/human-resources/>.

Chair or Director of the tenure-home unit: Review the application for completeness and include this signed form with the applicant’s dossier.

### General/Formatting

- The candidate has used the correct form.
- All pages of the application have been numbered.
- Header and/or footer has been personalized as needed.
- The candidate has included all form headings in their application.
- The application and CV have been checked, and no factual errors or omissions, typos, or format mistakes remain.
- Instructions have been deleted from the form.
- Sections I, II, and III (A, B, and C) of the application (face data, background, and record of actions) are complete.
- The body of the application includes only information from the past five years (or since application for promotion and/or tenure in the case of application for promotion to full), unless the probationary period was extended by a stop-the-clock arrangement.

### Research and Creative Activity

- The candidate has included a full bibliography of published work cited in the entry form standard for the field.
- Copies of all published and/or scholarly works (or an annotated list of work for faculty in fine and performing arts) are included in a folder in the candidate’s Google Drive.
- The candidate’s list of professional presentations indicates which were refereed.
- The candidate’s list of professional presentations indicates which were presented by them.
- In case of shared responsibility (co-PI, etc.), the percentage and nature of responsibility are clearly indicated.
- The status of unpublished work in progress is expressed clearly (forthcoming, under review, in preparation, etc.).

### Teaching and Advising

- Using the teaching evaluation template, the candidate has listed the numbers and titles of courses taught, the actual number of students in each course, and the appropriate College averages for comparison, if available.
- The candidate has not included individual student evaluation forms.
- Students’ comments are provided only if they were signed and have been anonymized for the application.
- Copies of course syllabi have been provided in the Google Drive.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

### Letters and Final Review

- The candidate has completed the items listed above.
- The peer committee evaluation letter is dated, prepared on department letterhead, and cc’ed to the personnel file.
- The peer committee letter lists the names of the members along with their signatures.
- A vote tally is recorded for any non-unanimous peer committee recommendation.
- Letters of review: Each subsection (internal, external, etc.) is accompanied by a cover sheet listing each correspondent's name, title, and institution, and a statement of their connection with the faculty member.
- All letters are cc’ed to the faculty member, their personnel file, and the applicable Chair/Director/Dean.

\_\_\_\_\_  
Chair/director signature

\_\_\_\_\_  
Date