

## CLAS Tenure and Promotion Checklist [rev. 7-13-22]

Applicant: Complete and check the box next to each item below. Provide a signed copy of this checklist to your department chair when you submit your dossier to your peer committee. Please be sure to review the instructions on preparing your document. The instructions are contained in the "Tenure Application Process" document on the UMS page: <https://www.maine.edu/students/office-of-the-vice-chancellor-of-academic-affairs/tenure-promotion/>

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 or footer has been personalized as needed.
- The application and CV have been checked, and no factual errors or omissions, typos, or format mistakes remain.
- The candidate has included all form headings in their application.
- Instructions have been deleted from the form.
- Sections I and II A, B, and C of the application (face data) are complete.
- The body of the application includes only information from the past five years (or since promotion 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.
- 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- The status of unpublished work in progress is expressed clearly (forthcoming, under review, in preparation, etc.).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.
- The candidate has not included individual student evaluation forms.
- Students' comments are provided anonymously and are included only if they were signed.
- The appendix includes copies of course syllabi.

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

\_\_\_\_\_  
Date

### Letters and Final Review

- The candidate has completed the items listed above.
- The peer committee evaluation letter is dated and prepared on department letterhead.
- 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