

**COMMITTEE ON PROMOTION & TENURE
CHECKLIST**

PROMOTION AND TENURE

Name _____

Department _____

Promotion from _____ **to** _____

Appendix I (Form) _____

Appendix II (Form) _____

Chair's Letter _____

Department CPT Letter _____

Department CPT Membership _____

Curriculum Vitae _____

Position Description _____

Percent of Effort forms _____

Tenure Plan _____

SMHS Annual Performance Evaluations _____

Statement of Teaching _____

 Student Evaluations _____

 Peer Evaluations _____

 Administrative Evaluation _____

Statement of Scholarly Activity _____

Statement of Service _____

External Evaluation (3 letters) _____

Self-Evaluation _____

Optional Materials

 Appendix _____

Additional documents can be added as an appendix limited to five. Include only most important documents that demonstrate accomplishments

Please place this page in the front pocket of your dossier.