

**COMMITTEE ON PROMOTION & TENURE
CHECKLIST**

NON-TENURE TRACK REVIEW

Name _____

Department _____

- Chair's Letter _____
- Department CPT Letter _____
- Department CPT Membership _____
- Curriculum Vitae _____
- Position Description _____
- Percent Effort Forms _____
- SMHS Annual Performance Evaluations _____
- Statement of Teaching _____
 - Student Evaluations _____
 - Peer Evaluations _____
 - Administrative Evaluation _____
- Statement of Scholarly Activity _____
- Statement of Service _____
- 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.