

Appendix D

Checklist of Required Materials For Faculty Tenure

___ 1. ~~Applicant's Contract (the Contract should also include and a~~ A copy of the Applicant's Curriculum Vita)

___ 2. Provost's Statement of Eligibility

___ 3. Application for Tenure: Two to three page introduction and overview with special attention paid to specific qualifications for tenure ~~and promotion~~ based on activities and development within the areas of teaching, professional development, and service.

___ 4. Annual ~~Chair's Evaluation with Self-Evaluations Appended for the last three years.~~ evaluations prepared by the department chairperson, the departmental tenure review committee, and self evaluations for all years of service at SU. Also include any evaluations prepared by the school dean for all years of service at SU.

___ 5. Letters of Support (maximum of five)

___ 6. Summary of Evidence of Effective Teaching: This is an opportunity for the candidate to describe his/her teaching methodology, innovations, improvements, successes, and failures as well as curricular and program developments and revisions.

___ 7. Supporting Evidence of Effective Teaching: The evidence might come in many forms but must at least include a) Some course materials developed by the applicant, b) Clear and understandable summaries and analyses of student evaluations ~~for the last three years since the applicants appointment to a tenure-track position~~, and c) Actual student evaluations, in the students' own handwriting if available, for the previous teaching semester. (If original student evaluations are not available for open-ended evaluation questions, an explanation should be provided.) A brief description of the evaluation process—when it occurred, under what circumstances, etc.—would also be helpful.

___ 8. (Optional) Statement of Additional Duties. This is an opportunity for faculty who have responsibilities and duties related or in addition to teaching, including advising or mentoring or additional administrative duties which are part of their job expectations but outside the realm of full-time teaching, to describe those responsibilities and provide evidence as to their effectiveness in these additional roles.

___ 9. Summary and Evidence of Professional Development. The candidate should summarize professional development activities. The candidate should focus special attention on the three most significant accomplishments since the applicant's appointment to a tenure-track position and the ways in which those activities enhance the candidate's qualifications as a teacher and scholar.

___ 10. Summary of Evidence of Service. Candidate should summarize service to the department, school, university, and community, with special attention paid to identifying and explaining the candidate's three most significant service contributions since his/her appointment to a tenure-track position.

___ 11. Addend. The candidate may elect to include additional pertinent information, which falls outside the categories identified above.

___ 12. Note: Applicants should limit the material they submit to a single 2" binder if at all possible.

13. For those planning to apply for promotion immediately after receiving tenure it is expected that one's tenure file, with slight modification and update, would also become one's promotion file.

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48 Note: All revisions to this form must be approved by the Academic Freedom and Tenure
49 Committee.

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51 **Revised and Approved by Faculty Senate on February 7, 2003**
52 **Revised by Provost on September 25, 2003**
53 **Revision made to establish consistency between this checklist and the sabbatical leave**
54 **policy**
55 **Revised 9/03**
56 **Revised 9/10**
57 **Revised 4/25/12**