

1 Appendix D

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3 **Checklist of Required Materials For Faculty Tenure**

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

6 ___ 2. Provost's Statement of Eligibility

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

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

14 ___ 5. Letters of Support (maximum of five)

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

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

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

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

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

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

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

44 13. For those planning to apply for promotion immediately after receiving tenure it is
45 expected that one's tenure file, with slight modification and update, would also become one's
46 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**