

## Dean's Checklist: Emeritus/a Promotion

OAA will accept electronic Tenure Track Faculty (TTF) and Non-Tenure Track Faculty (NTTF) emeritus/a promotional review dossiers in accordance with the Academic Personnel Deadlines Calendar.

- ☐ **First Friday in November - November-December Cycle, rank effective January 1**
- ☐ **First Friday in February - Regular Cycle, rank effective July 1**

### Dean's Checklist:

**1. Appraisal signature sheet and recommendation form**

*Please be sure the faculty member has reviewed the dossier and signed the form (before the Dean's review) and that all committee members, the Department Chair/Designee, and the Dean have entered their recommendations and signed the form.*

**2. Provost's evaluation and written recommendation** (placeholder – will be added at OAA)

**3. Dean's evaluation and written recommendation**

**4. Department Chair's evaluation and written recommendation** (if applicable)

**5. P&T Committee narrative evaluation and written recommendation**

*The University P&T Guidelines require that the Committee's report address outstanding performance in the contributions to knowledge as a result of the person's scholarship (whether demonstrated through the scholarship of research, teaching, or community outreach), effectiveness in teaching, research, or community outreach when it is part of a faculty member's responsibilities, and governance and professionally-related service.*

**6. External letters of support** (if any)

**7. Internal letters of support** (if any)

**8. Self-appraisal of scholarly agenda and accomplishments**

*Self-appraisal of outstanding performance in the person's contributions to knowledge as a result of the person's scholarship (whether demonstrated through the scholarship of research, teaching, or community outreach), effectiveness in teaching, research, or community outreach when it is part of a faculty member's responsibilities, and governance and professionally-related service.*

**9. Curriculum Vitae**

*The University P&T Guidelines state that the C.V. should follow the format provided in Appendix I.*

**10. Supplementary material** (if any)

*A representative sample of an individual's most scholarly work rather than an exhaustive portfolio at the faculty member's discretion (unless Department guidelines state otherwise). See University Guidelines for when supplemental materials may be added by the faculty member and considered in the review process.*