

Appendix 2
CANDIDATE
Checklist For Promotion/Tenure File
Submitted to the School

Instructions:

1. Save a copy of this document before making any updates. Please replace any text within the [] brackets with the requested information.
2. Material Electronically Forwarded to the Dean's Office

CANDIDATE: [Type Name Here]

CHAIR: [Type Name Here]

- Curriculum Vitae**
- Documentation of Teaching Effectiveness**
 - o **Summaries of Student Evaluations**
 - o **Dissertation Committee List**
 - o **Teaching Portfolio including Teaching Statement**
- Creative and Professional Activity Statement**
- Research Statement (if applicable)**
- Service Statement**
- Publications, Books, Manuscripts, Articles, Portfolios, Selected Book Chapters, DVDs, CDs, etc.**
- Summary Page of External Reviewers**
- Listing of Internal Reviewers (optional)**
- Listing of Current Students and Email Addresses**
- Listing of Former Students and Email Addresses**