



UNIVERSITY *of* WASHINGTON | TACOMA

Promotion and Tenure Checklist Required Documentation

Candidate Name:

Program/School:

FACULTY CANDIDATE PROVIDES:

Curriculum Vitae with the following information:

Education

Ph.D. dissertation or Master's thesis title

UW committees/duties/service

Employment history including current position and dates

Research grants, projects, contracts – include funding agencies, dates, amount of funding, role in the project (PI, co-PI, other)

Professional offices and awards with dates

Talks, papers, or presentations

Bibliography (part of CV or separate) – entries listed in full bibliographic format; describe role in multi-authored publications/
creative works

Page numbers or length indicated

Types of publications indicated

Publications peer-reviewed before acceptance indicated

Principal author on jointly written publications indicated

Candidate's self-assessment (narrative) and list of significant contributions

Evidence of Teaching Effectiveness

List of courses taught at UW with dates and student evaluation scores

Student assessment of teaching – numerical course evaluations summaries*

Graduates students supervised

Collegial assessment of teaching (peer evaluations) **

Annual Evaluations

Yearly activity reports

Regular conference with faculty (annual evaluations from dean or director)

Any supporting data that is required by the academic unit or that will be helpful in evaluating your record

ACADEMIC UNIT PROVIDES:

Reappointment Review Documentation (Assistant Professors only) - include review committee report, dean/director recommendation, and letter from VCAA.

External Evaluations

Outside letters of evaluation or review (3-5 are required)

Document indicating the names, qualifications of the reviewers, how and why they were chosen

Sample letter from the dean/director requesting the evaluation

Summaries and Candidate Response

Review committee report and outcome of vote (TP3)

Summary of review committee report provided to the candidate

Candidate's response or acknowledgement to the review committee summary report

Voting faculty recommendation (provide complete outcome of votes and basis for negative and positive votes (TP4)

Summary of voting faculty recommendation provided to the candidate

Candidate's response or acknowledgement to the voting faculty recommendation summary

Dean/Director recommendation

Dean/Director independent recommendation (TP5)

Summary of changes if previous recommendation was a denial or postponement

If faculty member has an adjunct appointment, include recommendation from the chair of the adjunct department

Copy of School/Program Tenure and Promotion Guidelines

Academic Unit submits file to Academic HR

*For Assistant Professors and Full-Time Lecturers: include all student teaching evaluations since date of hire.
For Associate Professors and Senior Lecturers: include all student teaching evaluations since last promotion or date of hire if hired as an Associate Professor or Senior Lecturer.

** For Assistant Professors, Professors "without tenure" and Full-Time Lecturers: peer/collegial evaluations are required each year; please include all.

For Associate Professors and Senior Lecturers: peer/collegial evaluations are required at least every three years and an evaluation must be done the academic year previous to a promotion review. Include all peer/collegial evaluations since last promotion or date of hire if hired as an Associate Professor or Senior Lecturer.