# PROMOTION AND TENURE FILE CHECKLIST:

**(To be used in conjunction with College of Arts and Sciences**

**Promotion and Tenure Committee Procedures, version dated October, 2008)**

**Part 1: Bio File (Compiled by the Candidate)**

All questions on the Biographic File must be completed (SUSB 2237-A, attached; also available electronically at CAS web page: personnel/faculty/promotion tenure/form). Computer-generated versions must follow the same numbering pattern as found on the form and below. Mark N/A for any answer that is not applicable. The following is a summary of the SUSB 2237. **Boldface** items indicate the most common problems encountered during technical review of files prior to submission to the Promotion and Tenure Committee, and can result in delays. **The original file should be submitted along with one copy. The copy may be submitted electronically to CAS PTC e-mail address after the technical review is complete and all needed changes have been made. Departments should take care to place material in binders large enough to handle material easily, and ensure that any material included in the file is legible. Please also note that no staples or paperclips should be used. All items should be hole-punched (plastic sleeves should not be used). Additional materials, such as offprints, books, recent manuscripts may be presented in plainly marked envelopes or boxes.**

\_\_\_\_\_\_ 1. *Personal Information*: Department, Date, Name, Birth Date, Present Rank,

 Date of Last Promotion (if applicable). Education and professional experience:

 description, title, dates, **title(s) of dissertation(s).**

\_\_\_\_\_\_ 2. *Honors, awards, fellowships, honorary societies, honorary degrees, etc.*

\_\_\_\_\_\_ 3. *All grants applied for*: dates submitted, agency, title, amount requested, award

 period, status of grand (pending; not funded; funded, including award amount

 and date awarded); **PI or co-PI: if co-PI list names of co-PIs.**

\_\_\_\_\_\_ 4. *List of publications* **(Published or accepted for publication only**; authors

 listed as they are on the publication). Special conventions for identifying senior

 authorship in the discipline should be noted in the file. See Procedures 2.4.3.1

 and 2.4.3.2 for full guidance and appendix 7.3 for bibliographic examples.

 **Accepted but not yet published material must include proof of acceptance in**

 **this section.**

 Publications should be categorized according to:

1. Books and monographs.
2. Articles (refereed articles clearly marked; invited articles clearly identified), with pages written by the candidate identified .
3. Abstracts and book reviews.
4. Miscellaneous published material; for creative artists works should be cited and examples included according to typical norms of the profession.
5. Edited books with pages written by the candidate identified.
6. List of published invited scholarly lectures/symposia.
7. Other published lectures/presentations.

\_\_\_\_\_\_ 5. *Unpublished presentations* broken down into categories, including Invited

 Lectures and Papers, Exhibits, Performances, Productions.

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**Page 2**

\_\_\_\_\_\_ 6. Description of *current research and other creative activities*. **The statement should**

**begin with a brief description of scholarly work using language that is accessible to the non-specialist.** Publications submitted but not yet accepted may be noted here.

\_\_\_\_\_ 7. **Semester-by-semester *list*** *of courses taught since candidate’s last appointment* *or*

 *promotion* with **course number, title, date, enrollment, group for which each course**

**was intended: major, non-major, grad, UG.** Promotions to senior rank should include

 only courses taught since time of last promotion. **Periods of leave or research**

 **assignment must be noted. Team-taught courses should be so noted.**

\_\_\_\_\_ 8. *Statement of teaching goals:* aims, methods, interests; noteworthy initiatives by candidate

 in curriculum development; activities or materials designed to improve teaching: attach

 sample instructional materials of interest.

\_\_\_\_\_ 9. *Graduate dissertations, Master’s theses, or Honors Projects* completed or being

 written under candidate’s direction, indicating name of student, topic, dates.

\_\_\_\_\_ 10. Recent *department service*/committees/special programs.

\_\_\_\_\_ 11. Recent *University service.*

\_\_\_\_\_ 12. Professional *service outside the University*: offices held, committees, special programs,

 etc.; include dates.

\_\_\_\_\_ 13. *Additional relevant information*.

\_\_\_\_\_ 14. Candidate may list 3-5 *suggested referees*, including (name, title, institution).

\_\_\_\_\_ 15. Copy of *current vita* (explain any gaps in dates).

\_\_\_\_\_ 16. *Representative sampling of candidate’s scholarly work, published reviews and printed*

 *appraisals of research.* Copies of books should be included with the file.

\_\_\_\_\_ 17. **File sign off: “The information presented on the preceding pages represents a**

 **satisfactory compilation of professional biographic information”; signed by the**

 **candidate and dated.**