CHECKLIST FOR APPLICATIONS FOR TENURE AND/OR PROMOTION (NOTEBOOK 1)

College of Arts & Sciences
Eastern Kentucky University

Name __________________________ Department _______________________

The complete application package for tenure and/or promotion shall be submitted in two notebooks. Items 1a-1e required by university Policy 4.6.4P, page 8, shall be placed in Notebook 1 (smaller notebook). Items under 1f shall be placed in Notebook 2 (larger notebook) and, if appropriate, an expandable folder. The notebooks and expandable folders are provided by the Dean’s office.

1. ___ College of Arts & Sciences checklist for NOTEBOOK 1 (this document)

2. Informational Materials
   (a) ___ A copy of the letter of intent to apply for tenure, promotion, or both.
   (b) ___ A copy of initial terms of appointment and, if applicable, any written, previously agreed-upon exceptions to the promotion and tenure policy
   (c) ___ A copy of a current curriculum vitae utilizing the College of Arts & Sciences standard format.
   (d) ___ Copies of non-tenure annual evaluation reports by evaluators (i.e. department committee and/or department chair reports on non-tenured faculty evaluations; in reverse chronological order).
   (e) ___ The self-evaluation on the appropriate University form (i.e. application form on green paper)
CHECKLIST FOR APPLICATIONS FOR TENURE AND/OR PROMOTION (NOTEBOOK 2)

College of Arts & Sciences
Eastern Kentucky University

Name __________________________ Department _______________________

The complete application package for tenure and/or promotion shall be submitted in two notebooks. Items 1a-1e required by university Policy 4.6.4P, page 8, shall be placed in Notebook 1 (smaller notebook). Items under 1f shall be placed in Notebook 2 (larger notebook) and, if appropriate, an expandable folder. The notebooks and expandable folder are provided by the Dean’s office.

1. Informational Materials.
   (a) ____ College of Arts & Sciences checklist for NOTEBOOK 2 (this document).
   (b) ____ Coversheet (Copy of first page of university self-evaluation form).
   (c) ____ Departmental promotion and tenure standards.
   (d) ____ Systematic student opinion questionnaire (if administered instead of the IDEA instrument).
   (e) ____ Description of department’s second systematic method of assessing teaching performance.

2. ____ Non-tenured annual self-evaluations (in reverse chronological order).

3. Teaching Documentation
   (a) ____ IDEA reports (or summary data of approved department alternative).
   (b) ____ Summary data of second systematic method of assessing teaching performance.
   (c) ____ Peer evaluations.
   (d) ____ Representative syllabi for courses taught.
   (e) ____ Other documentation of teaching effectiveness.

4. Scholarship Documentation
   (a) ____ Copies of publications, monographs, and workshop materials (materials that do not fit within the notebook may be placed in one expandable folder).
   (b) ____ Letter of acceptance from editor/publisher for publications listed as accepted/forthcoming.
   (c) ____ Copies of evaluations for performances, exhibitions, and productions that were refereed/juried or critically evaluated.
   (d) ____ Published abstracts of presentations.
   (e) ____ Other evidence of quality scholarly/creative activities.

5. Service Documentation
   (a) ____ Evidence of service to the department, college, university and the profession, and of professionally-related community service. Documentation should illustrate the charge of the committee, the amount of time involved in each service commitment (frequency and length), what was accomplished by the committee, and any significant/special contributions by the candidate to the committee.