

CHECKLIST FOR PROMOTION/TENURE REVIEWS

P & T Cover Sheet

- ____ Two cover sheets for simultaneous tenure and promotion with tenure on top
- ____ “untenured” checked if simultaneous tenure-promotion to associate professor
- ____ Accurate PSUID number
- ____ Complete rank and title including identifier “**of Education**”
- ____ Box checked, Signed & dated by Chair of P/T Committee
- ____ Box checked, Signed & dated by Department Head

Biographical Data Form

- ____ Complete rank and title including identifier “**of Education**”
- ____ Signed & dated by candidate
- ____ **College P/T Criteria**, current version
- ____ **Dept P/T Criteria**, Current version
- ____ **Narrative**, not exceeding 3 pages
- ____ All pages **single sided** and **no staples**

Orange Section – Teaching

- ____ All Pages numbered beginning with A-1, including peer review letters
- ____ Chronological order, most recent first
- ____ List of peer reviewers
- ____ Peer reviews of teaching inserted **earliest** date first, **signed** and **dated** by evaluator
- ____ No unsolicited letters included

Green Section – Research & Scholarship

- ____ All pages numbered beginning with B-1
- ____ Chronological order, most recent date first
- ____ Role of candidate defined on each multiple authored publication
- ____ Role of candidate defined on presentations
- ____ Role and contribution indicated on research projects
- ____ Beginning and ending dates for membership in professional and learned societies
- ____ Letter of acceptance included for papers accepted for publication (if appropriate)

Pink Section – Service

- ____ All pages numbered beginning with C-1
- ____ Chronological order, most recent date first
- ____ Beginning and ending dates for service

Gray Section – External Evaluators

- ____ All pages numbered beginning with D-1
- ____ Identify evaluators in order listed on log
- ____ Log of evaluators
- ____ Letters from evaluators in order listed in log

Blue Section – Review Committees

- ____ All pages numbered beginning with E-1
- ____ Committee letter on letterhead, addressed to Dean in memo form
- ____ Committee letter signed by Chair
- ____ Committee Members listed with professorial rank on Committee letter
- ____ Numerical vote indicated on Committee letter
- ____ Consultation noted and discussed or any absentia explained if applicable.
- ____ Department Head letter on letterhead, addressed to Dean in memo form
- ____ College Committee letter on letterhead, addressed to Dean in memo form
- ____ All letters in chronological order
- ____ No mention or identification of external evaluators in Review Letters
- ____ No mention of Staying of Provisional Tenure period

- ____ **Candidate Signature Page signed and dated** (no pagination)