***Checklist For Promotion of Associate with Tenure Years 5, 6, and tenure process***

(Based on 2022 Guidelines)

**Candidates Name**:

**Promotion Year**:

**Year 5**

[ ]  Candidate Prepares 5th Annual Report in accord with faculty evaluation and planning process undertaken by all faculty.

**Year 6 Initial Stage** **of Tenure Review** *(August 20 – September 30)*.

[ ]  By 9/1 UTC Chairperson secures lists of candidates and tenured departmental faculty, and sends appropriate documents to candidate, tenured departmental faculty, and deans.

[ ]  Create Box Folder for Candidates Materials 9/5

[ ]  By 9/5 Chair Convenes ad hoc Promotion Committee.

[ ]  By 9/5 Candidate Provides a list of 5 suggested external reviewers (nat. and internat.)

[ ]  By 9/10 ad hoc Promotion Committee Suggests 5 additional external reviewers inc.

[ ]  By 9/15 Chair assembles list of 10-12 reviewers (<1/2 suggested by faculty candidate)

[ ]  By 9/15 Candidate Populates Box Folder with CV, Res. Summary, and 5 Publication PDFs

[ ]  By 9/20/15 Letters requests sent to external reviewers with 11/1 deadline (6 weeks)

**Intervening Stage** (October 1-November 30).

[ ]  By 10/31 Chair Prepares a Summary Teaching Evaluation

[ ]  By 11/1 Chair Shares Confidential Box Folder with tenured faculty.

[ ]  By 11/1 Candidate Submits Tenure Notebook containing a letter to the University Tenure Committee stating why tenure should be granted, any special conditions, etc. (See, Tenure Procedures documents for full list of contents).

[ ]  By 11/1 Chair Schedules Review Meeting (Tenured Faculty/Dean/Candidate)

[ ]  By 11/1 Chair receives Letters from external reviewers (Minimum of 3 required).

[ ]  By 11/1 Chair provides Summary Teaching Evaluation to Candidate and Professors

[ ]  By 11/1 Chair provides Colleague Report Forms to tenured department faculty

[ ]  By 11/1 Chair Prepares and populates confidential box folder for external evals.

[ ]  By 11/30 Candidate Meets with Dean and Tenured Faculty

**Final Stage** (December 1-May-31)

[ ]  By 12/6 Colleague Evaluation Forms Due to Chair

[ ]  By 12/12 Chair Summary Letter Due to Dean

[ ]  By 12/18 Deans Letter Due to UTC Chair

[ ]  Early January UTC deliberates and makes recommendation to provost.

[ ]  Early Spring President makes and communicates final tenure decision.

**Comments/Notes**

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

[ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_

[ ]  Letter sent on \_\_\_\_\_\_\_\_\_ to:

 [ ] Letter received on\_\_\_\_\_\_\_\_\_\_\_