

RECONTRACTING AND PROMOTION CHECKLIST FOR TEACHING PROFESSORS

(updated for Spring 2026 and beyond)

CANDIDATE NAME: _____

DEPARTMENT: _____

COLLEGE/SCHOOL: _____

DATE OF APPOINTMENT TO CURRENT RANK: _____ DATE HIRED: _____

ENDING CONTRACT LENGTH: _____

NEXT CONTRACT LENGTH: ☐ 3 Years ☐ 5 Years (check one)

FOR PROMOTION TO: ☐ Associate Teaching Professor ☐ Teaching Professor (check one)

DEPT CHAIR/HEAD: _____

DEPT TR&P COMMITTEE CHAIR: _____

This Checklist is only for Teaching Professors being evaluated for both Recontracting and Promotion. The Department TR&P Committee Chairperson should review the file to ensure that all sections of the file are included and initial the appropriate sections below. Please number the pages of the file and collate in the order listed and include the corresponding starting page number where indicated.

Start Page	#	CHECKLIST ITEM	Dept. TR&P Chair Initials
<u>i</u>	1.	Checklist	_____
<u>ii</u>	2.	Table of contents (with hyperlinks for ease of navigation)	_____
<u>1</u>	3.	Curriculum vitae	_____
_____	4.	Executive Summary (Not to exceed 3 pages)	_____
_____	5.	Courses Taught and Adjusted Workload Worksheet (current review cycle)	_____
_____	6.	Teaching: (Not to exceed 7 pages) <ul style="list-style-type: none"> • Self-assessment • Candidate's summaries of the student evaluations (current cycle) • Candidate's responses to the student evaluations (current cycle) • Candidate's responses to peer observations (current cycle) • Plans for future growth 	_____
_____	7.	Professional Development (Not to exceed 4 pages) <ul style="list-style-type: none"> • Self-assessment • Plans for future growth 	_____
_____	8.	Service to the University Community and to the Wider and Professional Community, if applicable (Not to exceed 5 pages) <ul style="list-style-type: none"> • Self-assessment • Plans for future growth 	_____
<u>C-1</u>	9.	Current Cycle Department Committee Recontracting letter, Department Committee Recontracting Recommendation Form (numerical vote), and minority report (if applicable) and candidate's response (if applicable).	_____
_____	10.	Current Cycle Department Committee Promotion letter, numerical vote, and minority report (if applicable) ENSURE THAT ALL SIGNATURES ARE PRESENT.	_____
<u>P-1</u>	11.	Previous Recontracting cycle recommendations (as applicable) and candidate's responses (if applicable) Include reviews from Department and Dean	_____
<u>S-1</u>	12.	Supplemental File is MANDATORY and delivered as a SEPARATE SEARCHABLE PDF DOCUMENT <ul style="list-style-type: none"> • Table of contents (with hyperlinks for ease of navigation) • Job Description (from initial job posting) • Approved Department Tenure & Recontracting Criteria • Approved Department Promotion Criteria (if separate from T&R criteria) • Student evaluations (current cycle raw data and prior cycle summaries) • Peer observations (current and prior cycles) • Other supplementary materials (only as needed, not to exceed 10 pages) 	_____