

## RECONTRACTING CHECKLIST FOR TEACHING PROFESSORS

**CANDIDATE NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**COLLEGE/SCHOOL:** \_\_\_\_\_

**DATE OF APPOINTMENT:** \_\_\_\_\_

**YEAR OF SERVICE (e.g., 2nd, 3rd, etc.):** \_\_\_\_\_

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

**DEPT CHAIR/HEAD:** \_\_\_\_\_

**DEPT TR&P COMMITTEE CHAIR:** \_\_\_\_\_

Teaching Professors appointed after December 31 of the current academic year shall be reviewed the following year as a first-year candidate. The Departmental TR&P Chairperson's initials must appear on blank lines under "Initials." Please number the pages of the recontracting file and collate in the order listed and include the corresponding starting page number where indicated.

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