

**FORM 5: CHECKLIST FOR ALL TT FACULTY / LIBRARIANS**

**CANDIDATE NAME:** \_\_\_\_\_ **DATE HIRED:** \_\_\_\_\_  
**DEPARTMENT:** \_\_\_\_\_  
**COLLEGE/SCHOOL:** \_\_\_\_\_  
**DATE OF APPOINTMENT:** \_\_\_\_\_  
**YEAR OF SERVICE (2, 3, 4, 5, 6):** \_\_\_\_\_  
**YEAR(S) APPLYING FOR (3, 4, 5, 6, 7/tenure):** \_\_\_\_\_  
**DEPT CHAIR/HEAD:** \_\_\_\_\_  
**DEPT TR&P COMMITTEE CHAIR:** \_\_\_\_\_

FACULTY / LIBRARIANS appointed after December 31 of the current academic year shall be reviewed the following year as a first-year candidate. The Department Tenure, Recontracting, and Promotion 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 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>
i	1.	Checklist (this page, Form 5)	
ii	2.	Table of contents	
<u>1</u>	3.	Curriculum vitae	_____
___	4.	Executive Summary <b>Not to exceed 4 pages</b>	_____
___	5.	Courses Taught and Adjusted Load (current review cycle; Form 2)	_____
___	6.	Teaching/Professional Performance: <b>Not to exceed 7 pages</b> <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 evaluations (current cycle)</li> <li>• Plans for future growth</li> </ul>	_____
___	7.	Scholarly/Creative Activity or Professional Development <b>Not to exceed 7 pages</b> <ul style="list-style-type: none"> <li>• Self-assessment</li> <li>• Plans for future growth</li> </ul>	_____
___	8.	For candidates applying for tenure: <ul style="list-style-type: none"> <li>• External review letter (See Appendix E)</li> <li>• Candidate response: Not to exceed 2 pages</li> </ul>	_____
___	9.	Service to the University Community <b>Not to exceed 2 pages</b> <ul style="list-style-type: none"> <li>• Self-assessment</li> <li>• Plans for future growth</li> </ul>	_____
___	10.	Service to the Wider and Professional Community <b>Not to exceed 2 pages</b> <ul style="list-style-type: none"> <li>• Self-assessment</li> <li>• Plans for future growth</li> </ul>	_____
___	11.	Department Committee evaluation, numerical vote, and minority report (if applicable). (Form 3) ENSURE THAT ALL SIGNATURES ARE PRESENT.	_____

- 
- 12.** Previous evaluations (as applicable)
- Review for 2<sup>nd</sup>-year contract (Department, Dean)
  - Review for 3<sup>rd</sup> & 4<sup>th</sup>-year contracts (Department, College, Dean, Senate (if applicable), Provost (if applicable))
  - Review for 5<sup>th</sup> & 6<sup>th</sup>-year contracts (Department, College, Dean, Senate (if applicable), Provost (if applicable))
- S-1**
- 13.** Supplemental File (separate document)
- Table of contents
  - Job Description (from initial job posting)
  - Approved Department Tenure & Recontracting Criteria
  - Student evaluations raw data (current and prior cycles)
  - Peer evaluations (current and prior cycles)
  - Other supplementary materials (only as needed, **not to exceed 10 pages**)
-