



# A&S Promotion and/or Tenure Review Checklist

## FALL 2024

<b>Candidate's Name</b>			
<b>Department</b>		<b>No. of Eligible Voting Faculty</b>	

### INSTRUCTIONS

All paperwork must be in the sequence/order according to the checklist below. Complete formal review file must be sent to [monicametalf@miami.edu](mailto:monicametalf@miami.edu) on or before **Friday, October 4, 2024.**

### CHECKLIST

Use the following checklist to confirm the documents included in the file:

<input type="checkbox"/>	Completed DF-15 form
<input type="checkbox"/>	Completed teaching evaluation form; colleague or peer teaching evaluations (minimum of two as per College's P&T Policy)
<input type="checkbox"/>	Memorandum of recommendation from the chair*
<input type="checkbox"/>	Written summary of the discussion/recommendation of voting faculty as prepared by the faculty member elected as reporter*
<input type="checkbox"/>	Signed letter from the individual faculty explaining/clarifying his/her vote (optional)
<input type="checkbox"/>	Candidate's written response to oral characterization provided by the chair (optional)
<input type="checkbox"/>	Curriculum vitae
<input type="checkbox"/>	Candidate's written career assessment also known as Progress Report (optional) <ul style="list-style-type: none"> <li>▪ Research</li> <li>▪ Teaching</li> <li>▪ Service</li> </ul>
<input type="checkbox"/>	Minimum of 5 letters from external reviewers
<input type="checkbox"/>	Biographical data on external reviewers ("Letter of External Review – Cover page")
<input type="checkbox"/>	Copy of the letter used to solicit letters from arms-length external reviewers (1 only)
<input type="checkbox"/>	Completed scholarly review certification form
<input type="checkbox"/>	Copy of the Midpoint review DF-15 form (if Mandatory Tenure Review); copy of the Final Review DF-15 form (if Promotion to the rank of professor)
<input type="checkbox"/>	Confirmation that articles have been submitted and accepted (optional); confirmation that the book is "between the covers" (required if promotion to the rank of Professor)
<input type="checkbox"/>	Candidate's portfolio of scholarly/creative materials (optional)
<b>Also include:</b>	
<input type="checkbox"/>	This checklist, dated and signed by the chair, attached to the documents mentioned above

**\*Please ensure that you have not identified individual voting faculty by name in this document. Refer as needed to Professor 1, Professor 2, etc.**

Questions regarding compilation of packets, forms, supplemental materials or other administrative details should be directed to Monica Metcalf ([monicametalf@miami.edu](mailto:monicametalf@miami.edu)). Any questions, however, regarding policies, procedures, voting regulations or any concerns expressed by faculty should be directed to the Senior Associate Dean for Faculty Affairs, Caleb Everett ([caleb@miami.edu](mailto:caleb@miami.edu)).

**Chairperson signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_