

**Candidate – Jennifer Robinette
Tenure/Promotion File Checklist (Spring 2018)**

Category	Item	✓	Responsibility	
Personal				
	Transcript*		VPAA (from HR)	
	Curriculum Vitae	✓	Candidate	
	Brief	✓	Candidate	
R&T Observers (to be added during Spring semester)				
	Classroom Visitor #1 Report		R&T	
	Classroom Visitor #2 Report		R&T	
Tenure Peer Review				
	Peer Review Report		Dean's Office†	
	Classroom Visitor #1 Report		Dean's Office	
	Classroom Visitor #2 Report		Dean's Office	
	Classroom Visitor #3 Report		Dean's Office	
Dean's Tenure/Promotion Evaluation				
	Dean's Tenure/Promotion Evaluation		Dean's Office	
Mid-Tenure Peer Review				
	Peer Review Report		Dean's Office	
	Classroom Visitor #1 Report		Dean's Office	
	Classroom Visitor #2 Report		Dean's Office	
	Classroom Visitor #3 Report		Dean's Office	
Annual Self-Evaluations‡				
	2020-2021	N/A	Candidate	
	2019-2020	N/A	Candidate	
	2018-2019	N/A	Candidate	
	2017-2018	N/A	Candidate	
	2016-2017	✓	Candidate	
	2015-2016	✓	Candidate	
Annual Dean's Evaluations§				
	2020-2021	N/A	Dean's Office	
	2019-2020	N/A	Dean's Office	
	2018-2019	N/A	Dean's Office	
	2017-2018	N/A	Dean's Office	
	2016-2017		Dean's Office	
	2015-2016		Dean's Office	
Student Evaluations w/Course Snapshots**				
	2020-2021	Fall N/A	Spring N/A	Dean's Office
	2019-2020	N/A	N/A	Dean's Office
	2018-2019	N/A	N/A	Dean's Office
	2017-2018		N/A	Dean's Office
	2016-2017			Dean's Office
	2015-2016			Dean's Office

Grade Distributions		Fall	Spring	
	2020-2021	N/A	N/A	VPAA's Office
	2019-2020	N/A	N/A	VPAA's Office
	2018-2019	N/A	N/A	VPAA's Office
	2017-2018		N/A	VPAA's Office
	2016-2017			VPAA's Office
	2015-2016			VPAA's Office
Course Materials				
	List of required course loads by semester		✓	Candidate
	List of courses taught organized by semester		✓	Candidate
	Sample Syllabi		✓	Candidate
	Innovative handouts and/or assignments		✓	Candidate
	Sample exams		✓	Candidate
	Current course outlines for each course taught in last 2.5 years		✓	Candidate
Professional Activity, etc.				
	List of Professional Activity items organized by type ^{††}		✓	Candidate
	Peer-reviewed publications			Candidate
	Books			Candidate
	Conference papers		✓	Candidate
	Book contracts			Candidate
	Acceptance letters		✓	Candidate
Service	<i>Sample documentation to supplement items in brief and CV</i>			
	Service to Students		✓	Candidate
	Service to College		✓	Candidate
	Service to Community		✓	Candidate

* Transcript must show completion of appropriate doctorate or an appropriate terminal degree from a regionally accredited college or university. If such a degree has not been earned, additional evidence must be provided of accomplishments that are considered equivalent (e.g., recognized performance in the creative arts or in the business or medical community). (Faculty Handbook Code 8.11.)

† The candidate is responsible for coordinating with his or her Dean's office for any documentation marked as the responsibility of the Dean's Office.

‡ For Tenure candidates: From time of hire to present.

§ Signed copies; For Tenure candidates: From time of hire to present.

** All student evaluations must be provided, including the Course Snapshot inside each corresponding packet.

†† List of Professional Activity items should be organized by type in an easy to read format indicating, for example,

1. book, article, chapter, review, etc.
2. sole author, co-author (with whom?), or editor
3. original publication or revised publication or reprint
4. publisher
5. year