

CHECKLIST - REQUEST FOR PROMOTION AND/OR TENURE
(COVER PAGE OF PACKET) - Revised October 2015
(FOR CHAIR-INITIATED REQUEST)

The Provost's Office requests that promotion/tenure materials be submitted in a standard one- or two-inch 3-ring binder (with staples removed and no sheet protectors), and that only the documentation requested be submitted using specific tab divider labels as indicated (A through K) in bold print in the order as follows:

- _____ Proposal is submitted on Request for Promotion and/or Tenure Form correctly completed according to instructions with each appropriate item checked off

- _____ **Section A** - Cover sheet: *UAB Faculty Promotion/Tenure Action Summary Form* (Revised October 2015), which includes departmental FAC voting.

- _____ **Section B** – School's promotion and tenure guidelines

- _____ **Section C** - Current curriculum vitae

- _____ **Section D** – Departmental FAC summary report for recommended action

- _____ **Section E** – Department chair and dean's letter/report for recommended action

- _____ **Section F** – Evidence of teaching effectiveness. Summarize teaching reviews, including student ratings and other assessment methods used by school. A summary table documenting all courses taught over the past two years with summary scores is one way to present information. If IDEA student ratings are used, include scores for: progress on relevant objectives, overall ratings for excellent teacher, course, and summary evaluation. Do NOT include individual student forms.

- _____ **Section G** – Evidence of research productivity not reflected in vitae. Copies of up to five publications and any additional documentation of research and/or scholarly productivity not reflected in the vitae.

- _____ **Section H** - Summary of additional service activities (internal and external to the university) not reflected in vitae

- _____ **Section I** - Letters from External Reviewers (Three original letters are required from External Reviewers; pdfs are acceptable.)
 - a. List of External Reviewers Proposed by Chair (Up to 5 may be proposed by chair and 3 may be vetoed by faculty candidate.)

 - b. List of External Reviewers Proposed by Faculty Candidate (Up to 5 may be proposed by faculty candidate and 3 may be vetoed by chair.)

 - c. Final List of 4 External Reviewers from whom letters of review are requested by Chair.

For each requested letter, indicate when it was received. All received letters must be included in the packet.

- d. Copies of letters sent by Chair to External Reviewers (Use form letter included in SPH Bylaws. This letter should indicate whether faculty member has waived his or her right to see letters.)

_____ **Section J** – Items a through d listed below. (Original letters received from all Internal Reviewers should be placed in appropriate sections related to teaching, research and service.)

- a. List of all Internal Reviewers proposed by Chair (An unlimited number may be proposed by chair and the faculty candidate may veto up to 3 internal reviewers.)
- b. List of all Internal Reviewers proposed by Faculty Candidate (An unlimited number may be proposed by faculty candidate and the chair may veto up to 3 internal reviewers.)
- c. Final List of Internal Reviewers from whom letters of review are requested by Chair. For each requested letter indicate when it was received. All received letters must be included in the packet.
- d. Copies of letters sent by Chairs to Internal Reviewers (Use form letter included in SPH Guidelines. The letter should indicate whether faculty member has waived right to see letter of review.)

_____ **Section K** - Previous interim review reports by Faculty Affairs Committee and previous annual reviews by Chair on progress towards tenure and/or promotion.

_____ Please check confirming electronic transmittal of original packet and one additional complete copy as well as PDF file.

We have adhered to the SPH policies regarding preparation of this proposal for promotion/tenure and verify that all requested materials are contained in the packet.

Signature of Chair

Signature of Candidate

Date

Date