

## **II.D.2. Documentation of Promotion and Appointment Proposals**

*(Source: Office of the Provost, 1979)*

Some of the components of current promotion or appointment proposals are:

A curriculum vitae of the candidate containing information on past educational and professional experience and a bibliography of published work.

Letters of evaluation from current University faculty familiar with the candidate and with his or her work.

Letters of evaluation from experts outside of the University.

Evaluations of the candidate's teaching. Some of these evaluations should be by students.

An affirmative action statement, indicating how the appropriate pools of potential minority and female candidates were reviewed.

An assessment by the department chair giving an evaluation of the research, teaching, and service of the candidate, and the academic purposes to be served by the appointment or promotion.

An evaluation by experts within the University who are familiar with the candidate's field.

A statement from the school personnel committee stating that the candidate meets high academic standards.

A statement from the dean summarizing his/her evaluation of the research, teaching, and service of the candidate, the academic purpose to be served by the appointment or promotion, and budgetary support for the proposal.

Proposals for tenure should be submitted to the Provost as early as possible in the academic year so that all aspects of the required review may be completed by the end of the spring term.