

Tenure Folder Checklist for Tenure Applicants Hired in the Fall

Place a signed copy of this checklist in the front of the Tenure Folder submitted to the University-wide Tenure Committee. Missing material must be explained.

Binder no thicker than 3 inches

Permission Letter

Curriculum Vita

Letter of Hire.

If conditions were written into the letter explain in the Narrative how they have been met.

Department Chair's Recommendation

Department Tenure Committee's Recommendation

Transcripts of all post-secondary work shown on your Vita.

Baccalaureate

Masters

Doctorate

Transcripts do not have to be official copies but they do have to show degrees awarded. Please indicate in your Narrative if you possess a terminal degree other than a Doctorate (e.g., MFA, etc.).

Peer Evaluations	Chair Observation		Chair Evaluation		Dept. Committee Evaluation		Dean's Evaluation	
	Fall	Spring						
1st Year								
2nd Year								
3rd Year								
4th Year								
5th Year				*	*	*	*	*

*Only available to the candidate if completed prior to 31 December.

Student Evaluations	Fall		Spring	
1st Year				
2nd Year				
3rd Year				
4th Year				
5th Year				

Narrative (no more than 15 pages) explaining your:

Fulfilment of Professional Responsibilities & Teaching Effectiveness

Continued Scholarly Growth

Contributions to EUP & the Community

Supporting Documentation

Signature

Date