## RECONTRACTING AND PROMOTION CHECKLIST FOR TEACHING FACULTY – SPRING 2025

**CANDIDATE NAME:**

**DEPARTMENT:**

**COLLEGE/SCHOOL:**

**DATE OF APPOINTMENT TO CURRENT RANK: DATE HIRED:**

**ENDING CONTRACT LENGTH:**

**NEXT CONTRACT LENGTH: □ 2 Years □ 3 Years □ 5 Years (check one)**

**FOR PROMOTION TO: □ Associate Teaching Professor □ Teaching Professor (check one)**

**DEPARTMENT CHAIR/HEAD:**

**DEPARTMENT TRP COMMITTEE CHAIR:**

This Checklist is only for Teaching Faculty being evaluated for both Recontracting and Promotion in the Spring of 2025. The Department TRP Committee Chairperson should review the file to ensure that all sections are included and initial the appropriate sections below. Please number the pages of the file and collate in the order listed and include the corresponding starting page number where indicated.

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| --- | --- | --- | --- | --- | --- |
| **Start Page** | **#** | **CHECKLIST ITEM** | **Dept. TRP Chair Initials** | | |
| **\_i\_** | **1.** | Checklist | **\_\_\_\_\_** | | |
| **\_ii\_** | **2.** | Table of contents (with hyperlinks for ease of navigation) | | **\_\_\_\_\_** |
| **\_1\_** | **3.** | Curriculum vitae | | **\_\_\_\_\_** |
| **\_\_\_** | **4.** | Executive Summary (Not to exceed 3 pages) | | **\_\_\_\_\_** |
| **\_\_\_** | **5.** | Courses Taught and Adjusted Workload Worksheet (current review cycle) | | **\_\_\_\_\_** |
| **\_\_\_** | **6.** | Teaching (Not to exceed 7 pages)   * Self-assessment * Candidate’s summaries of the student evaluations (current cycle) * Candidate’s responses to the student evaluations (current cycle) * Candidate’s responses to peer observations (current cycle) * Plans for future growth | | **\_\_\_\_\_** |
| **\_\_\_** | **7.** | Professional Development (Not to exceed 4 pages)   * Self-assessment * Plans for future growth | | **\_\_\_\_\_** |
| **\_\_\_** | **8.** | Service to the University Community and to the Wider and Professional Community, if applicable (Not to exceed 5 pages)   * Self-assessment * Plans for future growth | | **\_\_\_\_\_** |
| **C-1** | **9.** | Current Cycle Department Committee Recontracting letter, Department Committee Recontracting Recommendation Form (numerical vote), and minority report (if applicable) and candidate’s response (if applicable). | | **\_\_\_\_\_** |
| **\_\_\_** | **10.** | Current Cycle Department Committee Promotion letter, numerical vote, and minority report (if applicable) | | **\_\_\_\_\_** |
| **\_\_\_** | **11.** | Current Cycle College/School Committee letter, College/School Committee Recommendation Form (numerical vote), and minority report (if applicable) and candidate’s response (if applicable).  ENSURE THAT ALL SIGNATURES ARE PRESENT. | | **\_\_\_\_\_** |
| **P-1** | **12.** | Previous Recontracting cycle recommendations (as applicable) and candidate’s responses (if applicable)  Include reviews from Department and Dean | | **\_\_\_\_\_** |
| **S-1** | **13.** | Supplemental File is MANDATORY and delivered as a SEPARATE SEARCHABLE PDF DOCUMENT   * Table of contents (with hyperlinks for ease of navigation) * Job Description (from initial job posting) * Approved Department Tenure & Recontracting Criteria * Approved Department Promotion Criteria (if separate from T&R criteria) * Student evaluations (current cycle raw data and prior cycle summaries) * Peer observations (current and prior cycles) * Other supplementary materials (only as needed, not to exceed 10 pages) | | **\_\_\_\_\_** |