CHECKLIST FOR APPLICATIONS FOR TENURE AND/OR PROMOTION (NOTEBOOK 1)

College of Education
Eastern Kentucky University

Name ____________________________  Department/School ______________________

The complete application package for tenure and/or promotion shall be submitted in two notebooks. Items 1a-1e required by university Policy 4.6.4, page 8, shall be placed in Notebook 1 (smaller notebook) along with the completed evaluation forms from the department and college. Items under 1f shall be placed in Notebook 2 (larger notebook) and, if appropriate, an expandable folder. The notebooks and expandable folder are provided by the Dean’s office.

1. _____College of Education checklist for NOTEBOOK 1 (this document)
2. Informational Materials (the candidates responsibility)
   (a) ___ A copy of the letter of intent to apply for tenure, promotion, or both.
   (b) ___ A copy of initial terms of appointment and, if applicable, any written, previously agreed-upon exceptions to the promotion and tenure policy (initial contract and hiring letter)
   (c) ___ A copy of a current curriculum vitae utilizing the College of Education standard format.
   (d) ___ Copies of previous non-tenure tenure track annual evaluation reports by evaluators (i.e. department committee and/or department chair reports on non-tenured faculty evaluations; in reverse chronological order).
   (e) ___ The self-evaluation on the appropriate University form (i.e. application form on green paper including the cover sheet)
3. Evaluation Materials (department committee, chair, college committee and Dean responsibility)
   (a)____ Tenure and Promotion Evaluator Forms, Department Level
      http://policies.eku.edu/policy-464-tenure-and-promotion-forms
   (b)____ Tenure and Promotion Evaluator Forms, College Level
      http://policies.eku.edu/policy-464-tenure-and-promotion-forms
CHECKLIST FOR APPLICATIONS FOR TENURE AND/OR PROMOTION (NOTEBOOK 2)

College of Education
Eastern Kentucky University

Name _______________________________   Department/School __________________

The complete application package for tenure and/or promotion shall be submitted in two notebooks. Items 1a-1e required by university Policy 4.6.4, page 8, shall be placed in Notebook 1 (smaller notebook) along with the completed evaluation forms from the department and college. Items under 1f (supporting documentation) shall be placed in Notebook 2 (larger notebook) and, if appropriate, an expandable folder. The notebooks and expandable folder are provided by the Dean’s office.

1. Informational Materials.
   (a) _____ College of Education checklist for NOTEBOOK 2 (this document).
   (b) _____ Coversheet (Copy of first page of university self-evaluation form).
   (c) _____ Departmental promotion and tenure standards. (if available)

2. Teaching Documentation
   (a) _____ IDEA reports (or summary data of approved department alternative).
   (b) _____ Summary data of second systematic method of assessing teaching performance.
   (c) _____ Peer evaluations.(if applicable)
   (d) _____ Representative syllabi for courses taught.
   (e) _____ Other documentation of teaching effectiveness.

3. Scholarship Documentation (all items do not have to be checked)
   (a) _____ Copies of publications, monographs, and workshop materials or other proof of scholarly activities (materials that do not fit within the notebook may be placed in one expandable folder).
   (b) _____ Letter of acceptance from editor/publisher for publications listed as accepted/forthcoming.
   (c) _____ Copies of evaluations for performances, exhibitions, and productions that were refereed/juried or critically evaluated.
   (d) _____ Published abstracts of presentations.
   (e) _____ Other evidence of quality scholarly/creative activities.

4. Service Documentation
   (a) _____ Evidence of service to the department, college, university and the profession, and of professionally-related community service. Documentation should illustrate the charge of the committee, the amount of time involved in each service commitment (frequency and length), what was accomplished by the committee, and any significant/special contributions by the candidate to the committee.