

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.