

# Reappointment Promotion and Tenure Checklist

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

## REQUIRED IN PROVOST'S FOLDER

- AA-20 Cover Form with all signatures and votes recorded
- AA-27 Affirmative Action Form
- Current Vita
- Candidate's Self Assessment
- Dean to Provost memo addressing teaching, research and service
- College Review Committee memo to Dean addressing teaching, research and service
- Department Chair memo to Dean addressing teaching, research and service
- Department Review Committee memo to Department Chair addressing teaching, research and service
- Copies of annual reviews, since last RPT review or initial appointment
- External Reviews (non-applicable for initial Reappointments)  
(solicited external review letters only)

Please forward folders for each RPT case containing only the above items in order. Do NOT include internal peer review letters, letters of support, teaching evaluations, summaries of teaching evaluations, or any other materials not listed above. These should remain in the candidate's original full dossier and be available if requested.