

Order of Contents for Promotion & Tenure Credential Files

- Application Cover Sheet for Promotion & Tenure Review
- Academic Unit's Promotion & Tenure Document
- Evaluation and Recommendation Letter from the Dean
- Evaluation Report from the College Committee
(if available and if not incorporated into the Dean's comments)
- Evaluation Letter from the Chair or Director
(if separate from Academic Unit report)
- Evaluation Report from the Academic Unit Faculty Committee
- Reappointment Review Evaluation Letters and Reports from all levels
(for probationary faculty only)
- Academic Unit Annual Reviews
(for probationary faculty only)
- Curriculum Vitae of the Candidate
- Teaching Portfolio of Philosophy and Accomplishments
 - Narrative statement describing candidate philosophy and evidence of accomplishments
 - At least three indicators of teaching effectiveness, one of which is student evaluations
- Research/Creative Work Portfolio of Philosophy and Accomplishments
 - Narrative statement describing candidate philosophy and evidence of accomplishments
 - External reviews
 - External reviewers' letters of evaluation
 - Reviewers' CVs, if available
 - List of external reviewers and explanation of selection process
 - Letters sent to reviewers soliciting evaluations
 - At least three samples of publications or scholarly/creative work
- Service Portfolio of Philosophy and Accomplishments
 - Narrative statement describing candidate philosophy and evidence of accomplishments
 - Relevant supporting materials