## Promotion and Tenure Initial Review Checklist

### Checklist

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| --- | --- | --- | --- | --- | --- | --- |
| **Candidate:**  |  |  |  |  |  |  |
|  |  | **Last Name** |  | **First Name** |  | **Middle Initial** |

Please indicate with a check that the following EVALUATION document files are included in the dossier at the end of the initial review prior to forwarding the dossier to the intermediate level review committee or UCPT (in schools without departments).

**Please keep this document for your records. It is not necessary to forward it to the next level review.**

1. Criteria for Promotion and/or Tenure file saved as: **Unit Name P&T Criteria.pdf**
2. Initial Review Evaluation Documents (Position Description, Initial Review Eval, and Initial Review Composite Eval. and Recommendation) saved as: Last Name, FirstInitial Initial Evaluation.pdf including:
	1. Signatures of candidate and chair, director, or dean (in schools without departments)
	2. Letter from candidate detailing differences with position description (if applicable)
	3. Letter from unit chair, director, or dean in the case of concurrence with a negative recommendation or non-concurrence with either a positive or negative recommendation (if applicable)
3. External Evaluation information saved as: **Last Name, FirstInitial External Info.pdf**
4. External Evaluation Letters saved as: **Last Name, FirstInitial External Letters.pdf**
5. Peer Evaluations of Teaching or Peer Evaluation of Professional Performance saved as either:
	1. **Last Name, First Initial Peer Eval Teach.pdf**
	2. **Last Name, First Initial Peer Eval Pro Perf.pdf**
6. Initial Review Summary for Candidate file saved as: **Last Name, FirstInitial Initial Summary Candidate.pdf**
7. Read receipt from emailing candidate the Candidate’s Summary form

**If the Candidate holds a joint appointment,** the following additional files are included for the second unit (named as above but with a “2” or another unit identifier in the file name):

1. Criteria for Promotion and/or Tenure file saved as: **Unit Name P&T Criteria 2.pdf**
2. A 2nd Initial Review Evaluation Documents (Position Description, Initial Review Eval, and Initial Review Composite Eval. and Recommendation) saved as: **Last Name, First Initial Evaluation 2.pdf** including:
	1. Signatures of candidate and chair, director, or dean (in schools without departments)
	2. Letter from candidate detailing differences with position description (If applicable)
	3. Letter from unit chair, director, or dean in the case of concurrence with a negative recommendation of non-concurrence with either a positive or negative recommendation (If applicable)
3. Copy of the second unit’s Initial Review Summary for Candidate file saved as: **Last Name, FirstInitial Initial Summary 2 Candidate.pdf**
4. Read receipt from emailing candidate the candidate’s second summary form.

### Sample Format for Electronic Submission of Files

 

### Questions

Please contact the Office of Faculty Affairs at facultyaffairs@ku.edu