## Promotion and Tenure Intermediate Review Checklist

### Checklist

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 intermediate 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. Intermediate Review Composite Evaluation and Recommendation saved as**: Last Name, First Initial Intermed Evaluation.pdf** including:

* Summary Evaluation Letter from Chair of College/School/Research Office Committee
* In the case of concurrence with a negative recommendation or non-concurrence with either a positive or negative recommendation, a letter from Dean/Vice Chancellor.

1. If applicable, Request for Information file saved as: **Last Name, First Initial RFI.pdf**

* Also include the responses from the department or unit in separate files.
  + ***Note:***“Article 6.2 requires that the intermediate review committee request additional information prior to the final vote on its recommendation when the preliminary vote favors:
    - (1) a negative recommendation OR
    - (2) a recommendation that differs from the department or primary unit recommendation.

It further requires in FSRR 6.2.1 that if the request for information is based on a negative preliminary vote, the request for information must “notify the candidate of this fact and specify the reasons for the negative recommendation.”

* All requests for information should specify the information sought by the committee and the reason for the request.

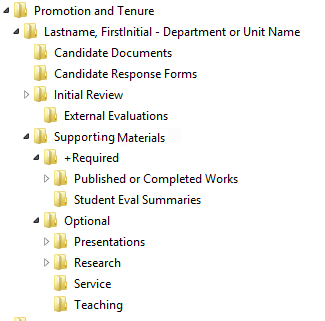
1. If applicable, Candidate Response to Negative Evaluation from the Initial Review Committee saved as: **Last Name, First Initial Candidate Response to Initial Review.pdf**
2. Intermediate Review Evaluation Summary for Candidate file saved as: **Last Name, First Initial Intermed Summary Candidate.pdf**

* Include within that file the following as applicable:
  + Committee statement of reasons for evaluation
  + In the case of concurrence with a negative recommendation or non-concurrence with either a positive or negative recommendation, a letter from the dean or vice chancellor must be included with the summary form for the candidate.

**If the Candidate holds a joint appointment in two schools or a school and Office of the Vice Chancellor for Research,** the following additional materials are included:

1. A 2nd Intermediate Composite Evaluation and Recommendations file saved as: **Last Name, First Initial Intermed Evaluation 2.pdf** including:
   * Include within the file the following as applicable:
     + Summary Evaluation Letter from Chair or College/School/Office of Research Committee
     + In the case of concurrence with a negative recommendation or non-concurrence with either a positive or negative recommendation, a letter from the dean or vice chancellor must be included with the summary form for the candidate.
2. If applicable, second Request for Information file saved as: **Last Name, First Initial RFI 2.pdf**
   * Also, include the responses from the department or unit.
3. If applicable, Candidate Response to Negative Evaluation from the Initial Review Committee saved as: **Last Name, First Initial Candidate Response to Initial Review 2.pdf**
4. Second Intermediate Review Evaluation Summary for Candidate file saved as: **Last Name, First Initial Intermed Summary Candidate 2.pdf**
   * Include within the file the following as applicable:
     + Committee statement of reasons for evaluation
     + In the case of concurrence with a negative recommendation or non-concurrence with either a positive or negative recommendation, a letter from the dean or vice chancellor must be included with the summary form for the candidate.

### Sample Format for Electronic Submission of Files



### Questions

Please contact the Office of Faculty Affairs at 785-864-6489 or [facultyaffairs@ku.edu](mailto:facultyaffairs@ku.edu)