

CAS Checksheet for Promotion and Tenure (Submission to the CAS Dean's Office)

1. Submit Chair Recommendation Letter - Department Chair notifies the Dean via a letter with an explanation of the reasons for both the chair's and promotion and tenure committee's (PTC) recommendation. Letter must include the actual vote of the PTC.
2. Submit copies of all PTC Vote Justification forms or indicate if no justification forms were completed by PTC members.
3. Submit a copy of the PTC committee's recommendation letter or include a summary of their vote and recommendation in the Chair's recommendation letter to the Dean.
4. Send electronically one page vita for promotion and/or the one page vita for tenure. Please note that they are slightly different and must follow the examples from Academic Affairs. (<https://academicaffairs.appstate.edu/resources>)
5. Submit Summary of Recommendations/Action Spreadsheet.
6. The P&T Dossier - Can be submitted in a notebook or electronically (Dossier requirements are listed below).

Required materials (and only required materials) are forwarded to the Dean (4.1.8.10 and 4.4.6 – Faculty Handbook)

The P&T Dossier in its entirety shall be approximately 35 pages plus a curriculum vita (CV). The candidate's P&T dossier shall consist of the following and be placed in the following order:

- I. cover letter;
- II. summary one – page vita;
- III. candidate's vita, including evidence related to teaching, research/creative endeavors, and service. The organization of these entries is up to the candidate, but the outline should include education and experience; awards and honors; peer -reviewed/juried products (grant/contract funding, publications, presentations, exhibits, etc.); course development and teaching responsibilities and innovations; outreach and/or service to the department, college, school, University , and discipline;
- IV. candidate's departmental P&T policies;

(Sections 5 -7 below should be no more than a total of 18 pages and each section should be no less than 2 pages.)

- V. evidence of quality and effective teaching:
 - a. A narrative statement describing the candidate's teaching philosophy and experience.
 - b. A discussion of three particularly notable indicators.
- VI. evidence of quality research/creative activities :
 - a. A narrative statement describing the candidate's plans for continuing research/creative activities and how these activities contribute to the discipline.
 - b. A discussion of three particularly notable indicators
- VII. evidence of contributions to the department/college/university and/or the profession through service or outreach:

- a. A narrative statement describing the candidate's commitment to service.
 - b. A discussion of three particularly notable indicators.
- VIII. copies of Annual Reviews by the department chair;
- IX. written recommendations of the departmental promotion and tenure committee, chair, dean, and provost and executive vice chancellor will accompany the P&T dossier forward at each appropriate stage of the review.
7. Graduate faculty membership **(optional)**:
If also requesting graduate faculty membership, faculty shall submit with the dossier an independent packet: the graduate faculty membership form (<http://www.graduate.appstate.edu/facultystaff/>), a CV, and a letter summarizing evidence of engagement in graduate education and of staying current in the discipline; and evidence of effective teaching and mentoring at the graduate level. These materials will be considered by the departmental promotion and tenure committee in a separate vote at the same time as the P&T review. The graduate faculty membership application will be sent forward to the academic dean for approval, and then to the graduate dean for final action (for more information see section 4.5 The Graduate Faculty). **Note: Please submit a hard copy of the graduate faculty membership form**