

# Dean's Office Promotion and Tenure Checklist

As stipulated in an agreement with PSU-AAUP, dated October 5, 2009, “(b)eginning in the 2010-2011 academic year, a new Dean’s Checklist including the requirement that annual and third-year reviews be included in promotion and tenure materials provided to the Provost will be used for faculty members first hired into tenure-related positions beginning in Fall Term 2009 and thereafter.” Annual and third-year reviews must be completed in accordance with the Deadlines for Academic Personnel Actions.

The Office of Academic Affairs encourages deans’ offices to experiment with submitting electronic files. OAA will accept CD’s, flash drives, Google Docs/Sites, or paper files. Please note that if you are scanning a faculty member’s file, **please create an Adobe generated table of contents** as the first page. One continuously running PDF can be difficult for reviewers to navigate.

When using an electronic method of transmission, the only two items needed as hard copy files, and sent to us, are the following:

- A summary page listing of all the files. See below for format.
- The signature appraisal sheet with original signatures for each file.

Please present P&T materials in the order indicated below. Inclusion and order of *other* materials are at the discretion of the faculty member and may accompany the portfolio as supplementary materials.

**FACULTY MEMBER'S NAME:** \_\_\_\_\_

1. **Dean’s Checklist**
2. **Appraisal Signature Sheet and Recommendation Form**—Appendix III  
(Please be sure the faculty member has reviewed and signed)
3. **Dean's evaluation and written recommendation**
4. **Department Chair's evaluation and written recommendation** (if applicable)
5. **P&T Committee narrative evaluation and written recommendation**  
(Please note: This narrative must include evaluation of the following areas: scholarly contributions to knowledge, effectiveness in teaching, research, and governance, and professional service. See pg. 3-11 & 17, P&T Guidelines.)
6. **Report on External Letters**—Appendix II. A  
(Please attach the required minimum of three external letters to the Report)
7. **Internal letters of support** (if any)
8. **Self-appraisal of scholarly agenda and accomplishments**  
(See pg. 7 of the P&T guidelines)
9. **Curriculum Vitae** (Recommended format in Appendix I of the P&T Guidelines)

**Additional materials for tenure review files:**

- 10. Copies of the original faculty appointment letter and the supplementary letter (if there is one)**
- 11. Third year review (from the Dean)**
- 12. Other annual reviews (from the Chair)**