

# Post Tenure Review Checklist

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Please submit:

- an electronic scan of PTR file in the order of the checklist below
- the original signature sheet in hard copy

**The only item that will need to be submitted in hard copy is the completed signature sheet.**

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

- 1. Post Tenure Review Checklist**
- 2. Appraisal Signature Sheet and Recommendation Form**—Appendix PT-1 from PTR MOU. (Please be sure the faculty member has reviewed and signed.)
- 3. Dean's Letter** (to be added by the Dean's Office)
- 4. Department Chair's evaluation and written recommendation.**
- 5. PTR Committee evaluation and written recommendation.**  
(Please note: This narrative must include evaluation of the following areas: Research, Teaching, Outreach, and Service. See pg. 11, of PTR MOU.)
- 6. Candidate's narrative of work done since last review**  
(See pg. 10, of PTR MOU.)
- 7. Curriculum Vitae** (see Appendix I of the P&T Guidelines for format.)
- 8. Additional Materials if desired** (not required)