Review, Promotion, and Tenure Case Checklist
Tenure Track/Clinical/Research Faculty
Updated June 2023

This checklist provides a brief overview of the documents and supporting materials annual review, tenure, or promotion (RPT) candidates provide in their Interfolio RPT packet. Faculty are encouraged to log their activities in Faculty 180 on regular basis to facilitate assembly of the review packet during an RPT year.

Complete guidance for candidate preparing a dossier for RPT is available here

Department Review Process
Department Review Process
Can be obtained from Department Chair.

Appointment Letter
Appointment Letter
Appointment Letter Supplementary Materials*
Include copies of updated appointment letters, joint appointments, or any special workload changes agreed to by the faculty, chair, and dean.

Applicant Statement
Applicant Statement, see guidance documents for details

Comprehensive Career CV
Professional Career CV

Candidate Profile and Period-of-Review Tabulation of Accomplishments
F180 generated period-of-review vita, see guidance documents for details
Or use offline Period-of-Review Tabulation of Accomplishments

Teaching, Learning and Advising Supporting Materials
Representative samples of teaching/advising materials that support the Teaching, Learning and Advising portion of your Applicant Statement and provide data/evidence of teaching and advising effectiveness

Student Feedback on Courses and Teaching
IDEA Student Feedback Reports
Copies of your IDEA diagnostic reports for courses taught during the period of review can be obtained through Campus Labs (for online administration) and/or College Dean’s Office (for paper administration). Candidates should include the progress on relevant learning objectives and teaching methods and style sections of the IDEA report.

Research, Creative, and other Scholarly Activities Supporting Materials
Copies of scholarly/creative work, grant proposals, etc. including works identified in your Applicant Statement as being exemplary of your best and most impactful work.

Service and Professional Outreach Supporting Materials
Materials to support and demonstrate the impact of your service and professional outreach contributions (e.g., requests to serve; committee/organization appointment letters; commendations; awards; outcome summaries of committee activities; etc.).