CLAS Checklist for Submitting Faculty Tenure and Promotion Packets

Those assembling tenure and promotion packets—including chairs, their staff, departmental committee members, and faculty candidates—should use this College checklist in preparing the tenure and promotion materials for which they are responsible. **Chairs and their staff should also use this as a final check before sending packets to the College.** Use this checklist in conjunction with the Provost's Reminders, Guidelines, and University Promotion and Tenure Procedures and Factors, and other instructions found at http://provost.wayne.edu/resources/promotion-tenure.php.

_____ **For each applicant, send (as email attachment or on a CD or flash drive) single PDF that includes the following items numbered 1-15.**

    _____ PDF file includes bookmarks for each of the items 1-15.

    _____ Bookmarks are labeled to match the items below exactly (e.g., for item 1, the bookmark label would read: **1. Faculty Tenure and Promotion Cover Sheet**).

    _____ If an electronic publications file is being submitted (instead of hard copies of publications) the electronic publications folder should also be provided. See below.

_____ 1. **Faculty Tenure and Promotion Cover Sheet.** This form is located on the Provost's web site: (http://provost.wayne.edu/resources/promotion-tenure.php). Please make sure that all required information is filled in. Check every item for accuracy.

<u>N/A</u>   2. **Dean's Written Recommendation.** Provided after College review.

<u>N/A</u>   3. **College Tenure and Promotion Committee's Written Recommendation.** Provided after College review.

_____ 4. **Chair's Written Recommendation.**

    _____ Dated and signed by chair.

_____ Contains no indications of department committee's vote tally or the unanimity of decision.

_____ Contains no references to annual reviews.

_____ 5. **Departmental Tenure and Promotion Committee's Written Recommendation.**

_____ Dated and signed by only the elected committee spokesperson.

_____ Contains no indications of department committee's vote tally or unanimity of decision.

_____ Contains no references to annual reviews.

_____ 6. **WSU Professional Record**. (**CANDIDATE**)

_____ Uses the format for the WSU Professional Record (http://provost.wayne.edu/templates/profrec-faculty_1.doc).

_____ First page is signed and dated by applicant.

_____ Dates and inclusive page numbers of publications are provided.

_____ Applicant has indicated his/her contributions in the case of multi-author works.

_____ Dollar amount of grants is specified.

_____ For multi-investigator grants or contracts, applicant indicates the portion of the funding that is credited to him/her and his/her role in the project.

_____ Only works actually published are included in lists of publications. See Provost's Reminders and Guidelines.

_____ Information regarding journal impact factors, journal rankings/selectivity, other indicators of excellence and national/international recognition, and/or the number of times significant publications have been cited should be included in the Professional Record if possible.

_____ Works that are definitively accepted for publication, forthcoming, or in press require documentation. Include documentation (a copy of a letter of acceptance or email correspondence with an editor) at the end of the Professional Record. See Provost's Reminders and Guidelines.

_____ 7. **Personal Statement (optional). (SUPPLIED BY CANDIDATE)**

_____ 8. **Teaching Portfolio. (SUPPLIED BY CANDIDATE; DEPARTMENT PROVIDES SET REPORT)**

_____ Does <u>not</u> exceed 20 pages. ("Under no circumstances should the teaching portfolio exceed a total of 20 pages. Appendices should not be used to circumvent the page limitation.")

_____ Does <u>not</u> include student comments from teaching evaluations.

_____ SET Report after Portfolio provided by Department.

_____ Departmental Chairs must provide a summary of the numerical SET data for each of the three global questions for each course taught in the past five years (six years in the case of applications submitted at the beginning of the seventh year of tenure-track service) after the portfolio. The summary table must be in the standard, certified University format, as shown on the attached sample. If SET scores are not available, Departments/Colleges must explain why, and submit (and explain) the best available alternative metric.

_____ 9. **External Evaluators Summary and Qualifications.**

_____ Uses the form located on the Provost's web site (http://provost.wayne.edu/resources/promotion-tenure.php).

_____ All columns in the form are filled in for each evaluator.

_____ Column 1 includes name of evaluator <u>and</u> institution.

_____ Form is followed by <u>short bio-bibliographic</u> descriptions of the evaluators. Do <u>not</u> include CVs.

_____ 10. **External Evaluators' Letters (at least four evaluators selected by the unit).**

_____ 11. **Sample Letter Sent to External Evaluators**.

_____ Actual sample a letter used. Not a template.

_____ 12. **Miscellaneous Information**.

_____ All items in this section, including those included by the candidate, are clearly

_____ 13. **School/College Factors and Departmental Factors.**

_____ College factors included. (Departments can find the College factors at http://clasweb.clas.wayne.edu/Multimedia/CLAS/files/FacultyResources/CLASFactorsForPandT__Approved2010_12_14.pdf).

_____ Departmental factors included.

_____ Does NOT include University factors.

_____ 14. **Externally Funded Research Form. (SUPPLIED BY CANDIDATE)**

_____ Uses the form located on the Provost's web site (http://provost.wayne.edu/pdf/externally_funded_research_form.xls).

_____ Includes only external funding (no WSU funding).

_____ Checked so that the information reported elsewhere (e.g., on Professional Record) is consistent with the information reported on this form.

_____ For those candidates with no externally funded research, enter "not applicable" in the first row of the form.

_____ 15. **List of Publications Forwarded. (SUPPLIED BY CANDIDATE)**

_____ Numbered list coincides exactly with publications in the Publications File.

_____ **Publications File (SUPPLIED BY CANDIDATE)**

Publications may be submitted as hard copies _or_ in PDF format.

**If submitting hard copies of publications:**

_____ Separate binder (or other appropriate container) including one hard copy of each publication.

_____ Binder/container is clearly labeled on the outside with the candidate's name and department.

_____ Publications are numbered to coincide with numbered List of Publications.

_____ Includes a copy of the numbered List of Publications.

If submitting PDF files of publications:

_____ PDF files of publications are included in an electronic folder.

_____ Electronic folder is labeled with candidate's last name + "Publications" (e.g., Smith Publications).

_____ Each PDF in the folder is numbered to match the number for that publication given on the List of Publications Forwarded (item 15 on the documents checklist).

_____ The number in the file name is followed by a short title of the publication (e.g., 10_Shakespeare's Sonnets).

_____ Electronic publications folder should be submitted with the same email or on the same CD as the PDF file of the candidate's application.

_____ Do not include PDF files of publications as part of the PDF of the application.