March 2010

Checklist for Promotion and Tenure committee Chairs

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Department of Management and Human Resources
Checklist for Promotion and Tenure Committee Chairs

Check university dates and schedule meeting with adequate time before due dates.

Prior to asking the candidate to join the group, complete the following:

- Make sure all committee members are present, or have read the materials and discussed insights and recommendations with the committee chair prior to the meeting.
- At the start of the meeting, ask if all committee members have read the files. If not, stop the proceedings immediately and reschedule the meeting.
- Ascertain that there is a current role statement and review the role statement.
- Review teaching documentation relative to the role statement.
- Review research documentation relative to the role statement.
- Review service documentation relative to the role statement.
- Outline any concerns raised by committee members.

Invite candidate to join the meeting.

- Review teaching documentation relative to the role statement with the candidate.
- Review research documentation relative to the role statement with the candidate.
- Review service documentation relative to the role statement with the candidate.
- Clearly state expectations for the candidate, both in the short term and the long term.
- Give the candidate the opportunity to respond to the committee's questions and concerns.
- Give the candidate the opportunity to ask the committee to clarify tenure and promotion standards, departmental or college expectations, and university procedures.

Ask the candidate to leave the room.

- Take a proper vote on the continuation of the candidate’s appointment. Results:
- Draft a letter that makes the points (and state the concerns) raised at the candidate's meeting.

Date: ___________________________  Chair: ___________________________

Others in attendance: ___________________________