**Promotion and Tenure Portfolio
Checklist of Required Core Documents AY2020-2021**[N/A if using the Electronic Workflow System]

**The following items are required by the Provost’s Office for all promotion and tenure portfolios. To facilitate review, please place all items in the order below and submit via SharePoint. Contact Cindy Garret to request SharePoint access.**

⬜ Tab A. Routing form developed by the college or community college with spaces for required signatures

⬜ Tab B. A cover sheet indicating the candidate’s name, current rank, department, and college or community college

⬜ Tab C. Written documentation generated during the promotion and tenure process (see below for additional information)

* Dossier Review form, including vote tallies for department and college promotion and tenure committees (Pre-AY 18/19: 9.25 5.C; Effective AY 18/19: 9.35 6.A.3), plus signature of department head and dean.
* All promotion and tenure committee evaluations, including:
	+ Department committee recommendation (Pre-AY 18/19: 9.25 3.C.7; Effective AY 18/19: 9.35 5.C.7)
	+ College committee recommendations (Pre-AY 18/19: 9.25 3.D.7; Effective AY 18/19: 9.35 5.D.6)
	+ Community college committee or committees (Pre-AY 18/19: 9.25 Part 3; Effective AY 18/19: 9.35 Part 5)
* Written recommendation from:
	+ Department head (Pre-AY 18/19: 9.25 3.B.10; Effective AY 18/19: 9.35 5.B.11) or program director or division head (Pre-AY 18/19: 9.23.8 A2; Effective AY 18/19: 9.32.7)
	+ Dean or Community College President (Pre-AY 18/19: 9.25 3.E.6; Effective AY 18/19: 9.35 5.E.6)
* As needed: documentation of credit for prior service (Pre-AY 18/19: 9.23 6.A; Effective AY 18/19: 9.35 2.A) or extension (Pre-AY 18/19: 9.23 6.B; Effective AY 18/19: 9.35 2.B) or reduction (Pre-AY 18/19: 9.23 6.C; Effective AY 18/19: 9.35 2.C) of probationary period (required if credit for prior service or extension or reduction of probationary period was requested).
* Documentation of additional portfolio reviews (Pre-AY 18/19: 9.25.3 B8, C8, D7; Effective AY 18/19: 9.35.5 B8, C8, D7).

⬜ Tab D. A table of contents

⬜ Tab E. Candidate’s executive summary

⬜ Tab F. A curriculum vitae

⬜ Tab G. Annual performance evaluations for the period under review (Pre-AY 18/19: 9.25 5.G; Effective AY 18/19: 9.35 6.A.7) for additional information)

⬜ Tab H. Any applicable conflict of interest forms

⬜ Tab I. Principal units’ mission statements

⬜ Tab J. External reviews

**Additional items**

* **Each college and campus needs to separately submit all Contract Status Forms to the Provost’s Office via SharePoint.**

Adopted: ARP 9.25, Part 5 - 07/15/2008; ARP 9.35, Part 6 - 08/13/2018