**PROMOTION AND TENURE FILE CHECKLIST:**

**PTC Files are to be created natively in Interfolio**

**(To be used in conjunction with College of Arts and Sciences**

**Promotion and Tenure Committee Procedures, version dated November, 2020)**

**Internal Sections: General Evaluative File (Compiled by the Department)**

The general evaluative file contains non-confidential supervisory and evaluative material, and is governed by sections 2.4.4 of the PTC Guidelines. After consideration by the PTC and Dean, the case moves to the Provost’s office. Some items indicate the most common problems encountered during technical review.

1. *Announcement of Candidacy* from Chair to each academic department and to department

faculty (see sample in appendix 8.1 of the Procedures).

2. *Chair’s letter*summarizing evaluations/recommendations. **This letter should provide a**

**clear and specific summary of the case, including the views and recommendations**

**of the appropriate faculty group while preserving the confidentiality of solicited**

**opinion of both referees and campus community members. Confidentiality is**

**ensured through use of a code to identify evaluators quoted. The identification**

**code key is placed in the special evaluative section.**

3. *Optional coded Chair’s supervisory letter***.**

**Both letters should avoid pointed references that could identify the individual being quoted or paraphrased unless that individual has indicated *in writing* that the candidate may see their evaluation. It is strongly suggested that these references be annotated within the key code, instead.**

4. *Faculty sign-off sheet* for having read Chair’s letter (no retired faculty or faculty without

voting rights), list eligible voting faculty names and rank. **Do not include faculty vote**

**sheet in this section of the file**.

5. **Purged** *copy of letter sent to referees* (i.e. no referees’ name or addresses included): it

must contain a statement about confidentiality, **request information on the extent to**

**which the evaluator has interacted with the candidate, and ask him/her to compare**

**the candidate with others at similar stages in their careers and whether they would**

**receive promotion/tenure at the referee’s institution.** A sample letter is included in

appendix 8.2 of the PTC Guidelines. **For new hires at senior rank, please see section 3.2**

**for special instructions regarding the conditional nature of the situation.**

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6. *List of all classes taught* (name, type, number of students): this is a duplicate of list in

Candidate Documents section. It is helpful for administrative review to include course descriptions. Also include information if the course was team taught, indicating the extent of the candidate’s involvement with the course overall, and any TA/GA assistance provided.

7. *Comprehensive evaluation of teaching*: **department and university evaluations for all**

**courses since appointment or last promotion**. For small courses, include all

evaluations; for large courses include campus data summary and a **representative**

**sampling** of op-scan forms. **Representative means that the range of student opinion**

**shall be reflected from positive commentary to reasonable critique.**

\_\_\_\_\_\_\_ 8. **Peer Observation 1**: F*ile must also contain two reports of peer observations*

*of classroom teaching.*  **Both observers should be acceptable to the candidate, selected**

**by department or committee preparing the file, of higher rank than the candidate,**

**members of the candidate’s department or in a related field. Observations**

**submitted as part of the dossier should be signed, dated and provided to the**

**candidate with written, signed releases by the evaluators. Please refer to 2.4.4.2 of**

**the Guidelines for additional information regarding criteria for observations.**

9. **Peer Observation 2**

10. **Copies of Solicited letters**: *Any solicited letter if it specifically states that the candidate has permission to see it.*