

APPENDIX B: CHECKLIST OF MATERIALS TO INCLUDE IN FILE
FOR PROFESSIONAL FACULTY

Please include the following materials in the file in the order listed below.

Nomination Form (available from the Dean's Office)

Curriculum Vitae

Reports from Review Committees, Department Chair, and Dean (provided by the designated person/committee)

- ___ 1. Dean's report.
- ___ 2. School review committee's report.
- ___ 3. Department chair's report.
- ___ 4. Copies of letters from annual stewardship reviews
- ___ 5. For sixth-year reviews, a copy of the letter generated from the third-year review.
- ___ 6. Faculty position description or other statement of expectations regarding the faculty member's specific assignments.
- ___ 7. Report of department vote.
- ___ 8. Department review committee's report.

Personal Statement

- ___ 1. Self-assessment of citizenship and professional service (also address any areas of concern raised in the last review; in the final continuing faculty status review, also include the letter from the initial continuing faculty status review).

Citizenship

- ___ 1. A description of committee assignments and other citizenship activities inside the university.
- ___ 2. A description of citizenship activities in the profession.
- ___ 3. A description of other citizenship activities.
- ___ 4. Review letters of citizenship activities.

Professional Service (include those which apply):

Teaching

- ___ 1. A list of courses taught by semester, with enrollment numbers (identify new courses developed).
- ___ 2. A list of graduate students supervised (indicate whether you were the committee chair or a committee member).
- ___ 3. A description of other teaching activities.
- ___ 4. A few illustrative copies of syllabi, handouts, assignments, examinations, etc.
- ___ 5. A description of steps taken to evaluate and improve teaching.
- ___ 6. A description of products of high quality teaching and mentoring.
- ___ 7. Student evaluations and a typescript of student comments.

- ___ 8. At least two peer evaluations of teaching.
- ___ 9. A list of teaching awards.

Scholarship

- ___ 1. A list of all scholarly and creative works (indicate whether each work is peer-reviewed, and describe your contribution to jointly authored works).
- ___ 2. The three best examples of scholarship and a brief explanation why they were selected (all other scholarship will be available for review in the department office).
- ___ 3. Grants for research or creative works.
- ___ 4. A list of awards or recognition for scholarship.
- ___ 5. At least three external review letters of scholarship (only if scholarship is a primary area of professional service).

Clinical Service and Instruction

- ___ 1. A description of clinical activities.
- ___ 2. A description of steps taken to evaluate and improve clinical service and instruction.
- ___ 3. Student evaluations and a typescript of student comments.
- ___ 4. Review letters from supervisors and peers.
- ___ 5. Indications of how licensure and certification requirements are being met and maintained.

Other Professional Service

- ___ 1. A description of activities and accomplishments in professional service.
- ___ 2. A description of steps taken to evaluate and improve professional service.
- ___ 3. Review letters from supervisors and peers.