(Replace this page with the cover page)
A. Letter of Approval from the Dean
B. Letter from Department Chair
C. Candidate’s Letter of Appointment and the Position Vacancy Listing
D. Departmental Criteria and Standards for Tenure
E. Candidate’s Curriculum Vitae
F. Candidate’s Statement
G. Evaluation and Discussion of Candidate’s Scholarly or Artistic Contributions to Knowledge and Culture
1. By the department
2. Reviews, etc. of Creative Works in the Arts
3. Section Pertaining to Outside Letters of Evaluation (insert letters at the end of this section)
Copy of the Letter from the Department Soliciting the Evaluations
List of Materials Submitted to Referees
Biographical Information on Referees
Explanation of How Referees Were Selected
The Five Letters (please bookmark each letter)
H. Statement on Overlap and Joint Authorship
I. Representative Publication, or in the Arts, a Representative Work Sample (if the work sample cannot be presented electronically, please make arrangements with the Divisional Committees Office)
J. Narrative of Teaching, with Complete Chronology of Courses Taught
K. Comparative Teaching Data
1. Comparison by Candidate’s Assignments and Assignments of All Probationary Faculty in the Department
2. Comparison between Candidate’s Evaluation Scores and Mean Scores in the Department
3. Comparison between Grade Distribution in Classes Taught by the Candidate and Mean Grade Distribution in the Department
L. Teaching Materials
M. Teaching Evaluations
1. Sample Evaluation Form with Questions
2. Analysis of the Student Comments to Course Evaluation Questionnaires
3. All Evaluations by Colleagues (minimum one per year)
N. Description of the Candidate’s Institutional, Professional, and Public Service
O. (Optional) Annual Reports or Other Additional Material