

**7 Year Tenure/Promotion
Checklist for File Materials**

- Updated CV
- Personal Statement
- Annual Evaluations
 - ◇ First Year
 - ◇ Second Year
 - ◇ Third Year
 - ◇ Fourth Year
 - ◇ Fifth Year
 - ◇ Sixth Year
 - ◇ Seventh Year
- Deans' Review
 - ◇ Second Year Deans' Review
 - ◇ Fifth Year Deans' Review
- Chair's Report
- Reviewers' Letters (Sheet indicating suggested reviewers. Please refer to guidelines for details)
- Concurrence Letter/s (Re/Appointment Letter/s)
- Reference Letters
- Reappointments, PA's
- Observations
- Professional Honors, Awards, Grants Received
- Publications (Refer to guidelines for organization of files for details)
- Presentations
- Curricular Materials
- Service
 - ◇ To the Department
 - ◇ To the College
 - ◇ To the University
 - ◇ To the Profession
 - ◇ To the Community
- Student Evaluations and Student Letters