



## PROMOTION AND/OR TENURE CHECKLIST

Candidate's Name		College/School	
Department (if applicable)			

### INSTRUCTIONS

All paperwork must be in a single PDF in the sequence/order according to the checklist below. **Complete formal review file must be sent to [facultyaffairs@miami.edu](mailto:facultyaffairs@miami.edu) on or before the first Friday of December. Separate from the single PDF packet, please provide the case "Cover Page" in Word format.** Check to confirm cover page in Word format is included.

For specific information about this process and details on each of the documents, please refer to the [Faculty Manual](#) (Special Reviews, section C13.4), the [Promotion and Tenure Guidebook](#), your College/School Promotion and Tenure guidelines and bylaws, as well as your academic department Promotion and Tenure guidelines.

### CHECKLIST

Use the following checklist to confirm the documents included in the file:

	<a href="#">DF-15 Form</a>
	Memorandum of recommendation from the Dean (addressed to the Provost, dated and signed)
	Memorandum of recommendation from the Chair (addressed to the Dean, dated and signed). For non-departmentalized Schools, you may leave blank to indicate that it is not applicable.
	Written summary of the discussion/recommendation of voting faculty as prepared by the faculty member elected as reporter (identify the reporter by name and include date and signature). <b>Note that the reporter cannot be the Chair or the Dean.</b>
	School Advisory Board Report (if applicable)
	Signed letter from individual faculty explaining/clarifying their vote (optional)
	Candidate's written response to oral characterization provided by the Chair/Dean (optional)
	Candidates' written response to School Advisory Board Report (optional)
	<a href="#">Teaching Evaluation Form</a> <sup>1</sup> (only if candidate has teaching duties. If the candidate has no teaching duties or if this is for an initial appointment, leave blank to indicate that it is not applicable). <b>Do not attach raw data or copies of evaluation forms completed by students.</b>
	Candidate's written career assessment
	Curriculum Vitae (UM template <a href="#">here</a> )
	Minimum of 5 letters from arm-length external reviewers
	Biographical data on external reviewers (" <a href="#">Letter of External Review – Cover Page</a> "). Please include each cover page in front of the pertinent letter.
	Copy of the letter template used to solicit letters from arms-length external reviewers (1 only)
	<a href="#">Scholarly Material Review Certification Form</a>
	Copy of the Midpoint review DF-15 Form (for Mandatory Tenure reviews); copy of the Final Review DF-15 Form (for Promotion to the rank of Professor reviews). For MSOM Promotion to Associate Professor, include the midpoint review DF-15.
	Candidate's portfolio of scholarly/creative materials (optional)

<sup>1</sup> If your College/School has its own teaching evaluation form, you may use it instead of the one provided here. However, it should include summary of student evaluation and assessment of classroom teaching based upon classroom visitation by voting faculty (if applicable based on the Faculty Manual and College/School bylaws policies). **Please do not attach raw data or copies of evaluation forms completed by students.**