

CHECKLIST FOR SUPPORTING DOCUMENTATION FOR TENURE/PROMOTION APPLICATIONS

*College of Arts & Sciences
Eastern Kentucky University*

Name _____ Department _____

1. Informational Materials.

- (a) ___ College of Arts & Sciences checklist for supporting documentation (**this document**).
- (b) ___ Coversheet (first page of university self-evaluation form).
- (c) ___ Departmental promotion and tenure standards.
- (d) ___ Systematic student opinion questionnaire (if administered instead of the IDEA instrument).
- (e) ___ Description of department's second systematic method of assessing teaching performance.

2. ___ An up-to-date curriculum vitae utilizing the College of Arts & Sciences standard format.

3. ___ Non-tenured annual self-evaluations (in reverse chronological order).

4. ___ Department chair and/or department P&T committee reports on non tenured evaluations (in reverse chronological order).

5. Teaching Documentation

- (a) ___ IDEA reports (or summary data of approved department alternative).
- (b) ___ Summary data of second systematic method of assessing teaching performance.
- (c) ___ Peer evaluations.
- (d) ___ Representative syllabi for courses taught.
- (e) ___ Other documentation of teaching effectiveness.

6. Scholarship Documentation

- (a) ___ Copies of publications, monographs, and workshop materials (materials that do not fit within the notebook may be placed in one expandable folder).
- (b) ___ Letter of acceptance from editor/publisher for publications listed as accepted/forthcoming.
- (c) ___ Copies of evaluations for performances, exhibitions, and productions that were refereed/juried or critically evaluated.
- (d) ___ Published abstracts of presentations.
- (e) ___ Other evidence of quality scholarly/creative activities.

7. Service Documentation

- (a) ___ Evidence of service to the department, college, university and the profession, and of professionally related community service. Documentation should illustrate the charge of the committee, the amount of time involved in each service commitment (frequency and length), what was accomplished by the committee, and any significant/special contributions by the candidate to the committee.