# PROMOTION AND TENURE FILE CHECKLIST:

**PTC Files are to be created natively in Interfolio**

**(To be used in conjunction with College of Arts and Sciences**

**Promotion and Tenure Committee Procedures, version dated November, 2020)**

**Part 1: Candidate Documents (Bio File - Compiled by the Candidate)**

All of the required documents in the Candidate Documents section of the case should be uploaded by the candidate or the department administrator on behalf of the candidate in Interfolio. Upload a place marker indicating “N/A” for any documents that are not applicable. Most common problems encountered during technical review of files prior to submission to the Promotion and Tenure Committee are indicated.

Documents Required:

\_\_\_\_\_\_ 1. **CV**: Copy of *current vita* generated via Faculty 180 in Interfolio (explain any gaps in dates).

\_\_\_\_\_\_ 2. **Grants:** *All grants applied for*: dates submitted, agency, title, amount requested, award

period, status of grand (pending; not funded; funded, including award amount

and date awarded); **PI or co-PI: if co-PI list names of co-PIs.**

\_\_\_\_\_\_ 3 **Honors & Awards**: *Honors, awards, fellowships, honorary societies, honorary degrees, etc.*

\_\_\_\_\_\_ 4. **Teaching Statement:** *Statement of teaching goals:* aims, methods, interests; noteworthy initiatives by candidate in curriculum development; activities or materials designed to improve teaching: attach sample instructional materials of interest.

\_\_\_\_\_\_\_ 5. **List of Courses:** Semester-by-semester *list of courses taught since candidate’s last appointment* *or promotion* with **course number, title, date, enrollment, group for which each course was intended: major, non-major, grad, UG.** Promotions to senior rank should include only courses taught since time of last promotion. **Periods of leave or research assignment must be noted. Team-taught courses should be so noted.**

\_\_\_\_\_\_ 6. **Research Statement:** Description of *current research and other creative activities*. **The statement should begin with a brief description of scholarly work using language that is accessible to the non-specialist.** Publications submitted but not yet accepted may be noted here.

\_\_\_\_\_ 7. **Graduate dissertations, Master’s theses, or Honors Projects**completed or being

written under candidate’s direction, indicating name of student, topic, dates.

\_\_\_\_\_ 8. Recent ***department service***/committees/special programs.

\_\_\_\_\_\_\_9. Recent ***University service****.*

\_\_\_\_\_ 10. **Professional *service outside the University***: offices held, committees, special programs,

etc.; include dates.

\_\_\_\_\_\_ 11. **List of Referees**

\_\_\_\_\_\_ 12. **Course Materials**

\_\_\_\_\_\_ 13. Additional Relevant Information (optional)

**File sign off: signed and dated by the candidate. (To be included if candidate documents are uploaded on behalf of the candidate):** “The information presented on the preceding pages represents a satisfactory compilation of professional biographic information.”

*\_\_\_\_\_\_* 14.**Personal Information**: (Completed by candidate directly in Case or uploaded as separate document (Page 1 of Bio File) by Department Administrator)

Department, Date, Name, Birth Date, Present Rank,

Date of Last Promotion (if applicable). Education and professional experience:

description, title, dates, **title(s) of dissertation(s).**

\_\_\_\_\_\_ 15. **Scholarly Work**

* *List of publications* **(Published or accepted for publication only**; authors

listed as they are on the publication). Special conventions for identifying senior

authorship in the discipline should be noted in the file. See Procedures 2.4.3.1

and 2.4.3.2 for full guidance and appendix 7.3 for bibliographic examples.

**Accepted but not yet published material must include proof of acceptance in**

**this section.**

Publications should be categorized according to:

1. Books and monographs.
2. Articles (refereed articles clearly marked; invited articles clearly identified), with pages written by the candidate identified .
3. Abstracts and book reviews.
4. Miscellaneous published material; for creative artists works should be cited and examples included according to typical norms of the profession.
5. Edited books with pages written by the candidate identified.
6. List of published invited scholarly lectures/symposia.
7. Other published lectures/presentations.

* *Unpublished presentations* broken down into categories, including Invited

Lectures and Papers, Exhibits, Performances, Productions.