



COLLEGE OF THE ENVIRONMENT
PROMOTION & TENURE CHECKLIST
Required by CoENV College Council & AHR

Review Year
(YYYY-YY)

Use this checklist for promotion (and tenure) to Associate Professor or to Full Professor. Titles also include Research and [Affiliate/Clinical appointments](#). This checklist and corresponding guidelines incorporate the checklist and guidelines of Academic HR (AHR). **Please prepare the packet in the order of the list. Submit one original, one copy (no staples or binding), and an electronic version (indexed PDF; send publications as a separate PDF), including one hard copy of publications and other creative works, to: CoENV Human Resources (envhr@uw.edu, Box 355355) in the Dean's Office.** Documentation (other than single copies of work product) is suggested to be no more than 40-50 pages, excluding teaching evaluations, except by request.

CANDIDATE INFO

Candidate Name	<input type="text"/>		
Department	<input type="text"/>		
Joint Appt	<input type="text"/>		
Adjunct Appt	<input type="text"/>		
Highest Degree	<input type="text"/>	Year Received	<input type="text"/>
		Institution	<input type="text"/>
Rank of 1st UW Appt	<input type="text"/>	Year Appointed	<input type="text"/>
Current Faculty Rank	<input type="text"/>	Years in rank (incl. present year)	<input type="text"/>
Promotion Title	<input type="text"/>	Recommended term of appt (for research title)	<input type="text"/>

DOCUMENTATION: Please check items included in packet. For detailed guidelines, see AHR, Faculty Code, CoENV materials (links).

☐ **1) This Checklist (2 pages), with items included, checked.**

☐ **2) Curriculum Vitae** - see detailed guidelines

- ☐ Education history
- ☐ Ph.D. dissertation title, supervisor
- ☐ Employment history
- ☐ Research grants/contracts
- ☐ Graduate students as primary supervisor
- ☐ Post-doctoral supervision
- ☐ Professional offices/awards/service
- ☐ UW committees/duties/service
- ☐ Talks/presentations
- ☐ Submit Bibliography as Item 3

☐ **3) Bibliography and Other Creative Works** - see detailed guidelines

- ☐ Indicate published order of authorship and page numbers or length for each
- ☐ Indicate types of publications -- e.g., journal, book chapter, conference proceeding
- ☐ Indicate peer-reviewed before acceptance, if invited

☐ **3) Bibliography and Other Creative Works (Cont'd)**

- ☐ Indicate role in multi-authored publications, including mentored co-authors
- ☐ Non-refereed materials reflecting scholarly and creative activities

☐ **4) Candidate's list of significant contributions & personal statement (not to exceed 5-8 pages) - see detailed guidelines**

☐ **5) Evidence of Teaching Effectiveness**

- ☐ Courses taught at UW, dates, summary of evaluations (table) - *see example in guidelines*
- ☐ Brief course summaries and candidates contributions (if not in personal statement)
- ☐ Graduate student committee participation (table recommended)
- ☐ Undergraduate students supervised (table recommended)
- ☐ Student assessment of teaching (*do not send individual comments*)
- ☐ Collegial assessment of teaching -- *see guidelines for page limits*

☐ **6) Chair/Director letter - see detailed guidelines**

- ☐ Complete tally of departmental vote
- ☐ Basis for positive and negative votes
- ☐ Chair's independent recommendation
- ☐ In cases of tenure-clock extension, Chair's explicit consideration of granted extensions during review
- ☐ Description and evaluation of research, teaching, service (primary coverage may be in #7)
- ☐ Summary of external evaluations (primary coverage may be in #7)
- ☐ Summary of changes if previous recommendation denied/postponed

☐ **7) Departmental review committee report (if generated) - see detailed guidelines**

- ☐ Description and evaluation of research, teaching, service (primary coverage may be in #6)
- ☐ Summary of external evaluations (primary coverage may be in #6)

☐ **8) Summaries and Candidate's Responses** (must include at least one set; see [AHR guidelines](#))

- ☐ Summary of committee report provided to candidate -- *If generated, must be provided*
- ☐ Candidate's response to committee report summary
- ☐ Summary of departmental deliberations provided to candidate -- *if generated, must be provided*
- ☐ Candidate's response to departmental deliberations

☐ **9) Chair's letter from Joint/Adjunct department (if applicable)**

☐ **10) External Letters - see detailed guidelines**

- ☐ 3-5 outside letters - *see detailed guidelines*
- ☐ Qualifications of referees, how chosen, reasons for choice (*do not send referee CVs*)
- ☐ Sample letter from Chair/Director requesting the evaluation -- *see detailed guidelines for required components (includes cases of tenure-clock extension)*
- ☐ Indication of what materials were provided to outside evaluators

☐ **11) Candidate to Include, but in a SEPARATE file:**

- ☐ **One copy** of candidate's selected publications or other creative works
- ☐ (If desired) **One copy** of teaching materials *and/or provide online links*
- ☐ (If desired) Copy of appointment letter -- to clarify candidate's expected roles in their position