

## Tenure and Promotion Taskforce: Candidate and Committee Checklists

### Candidate

#### ***Basic information***

- Review university, college, and departmental guidelines and policies
- Review departmental criteria describing scholarly / professional / creative work of faculty
- Review letter of appointment
- Review specific assignments of candidate and supporting documentation
- Review procedures for documenting and evaluating the professional work of faculty including teaching, service, and scholarly activities

#### ***Information for the Candidate***

- Type of documentation the committee expects
- Guidelines / structure of the portfolio and what to include
- Specific steps that will be followed
- Criteria that will be used to assess the quality of the materials provided
- Other resources (e.g. TILT, other professional development opportunities)

### Committee(s)

#### ***General***

- Required materials have been submitted
- Review the candidate's letter of appointment and statement(s) of responsibility
- In the case where institutional procedures, requirements, or policy has changed, the candidate and committee are aware of the standards that must be met

#### ***Teaching***

- Clearly stated learning outcomes with appropriate assessment procedures
- Effective and appropriate use of technology
- Appropriate mix of alternative learning strategies
- Good organization of subject matter and course

- Effective communication
- Knowledge of and enthusiasm for the subject matter and teaching
- Positive attitude toward students
- Fairness in assessment and grading
- Flexibility in approach to teaching

***Advising***

- Accessibility
- Quality of interchange
- Knowledge

***Service (Disciplinary / Non-disciplinary)***

- Range and significance of activities
- Quality of participation

***Scholarship***

- High level of discipline-related experience
- Breaks new ground or is innovative
- Can be documented
- Can be peer-reviewed
- Supports undergraduate research opportunities