**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)**

**Internal Sections: Special Evaluative File (Confidential - Compiled by the Department)**

The Special Evaluative File contains confidential evaluative material and is governed by Section 2.4.5 of the PTC Guidelines. Most common problems encountered during technical review indicated.

\_\_\_\_\_\_ 1. *Sign off sheet* indicating faculty have reviewed the file.

\_\_\_\_\_\_ 2 *Key(s)* identifying confidential sources quoted in Chair’s letter(s)/List of external referees/Short Bios (please use template). List all referees solicited in alpha order and include rank and institution address. Include short bio for each referee (written synopsis), and indicate relationship (if any) to candidate. Provide enough information to establish the referee’s credentials and to indicate why they were chosen. All correspondence to potential referees, and all responses, including declinations, should be included with the file.

\_\_\_\_\_\_ 3. *Faculty vote.* Only eligible voting faculty (see Guidelines 2.5.1).

No emeritus or faculty at qualified rank (lecturers, visiting, or adjunct faculty). You may use Google Forms to gather votes**. Include copy of Google Form and result spreadsheet. List faculty, including rank, in** **alphabetical order. Indicate faculty on leave or research assignments** **if they do not vote.** Include e-mail with domain name or written vote if voting by proxy.

**\_\_\_\_\_\_** 4. **E**xternal referees credentials (copies of cv’s),**with asterisks identifying candidate’s suggested referees, signed by Chair.**

\_\_\_\_\_\_ 5. **At least 5 solicited and signed letters addressing candidate’s teaching**(may be

from students). *Please note: Candidate should not have access to letters written by current students even if student releases letter for candidate to read.*

\_\_\_\_\_\_6. **Letters from University Community***.*

\_\_\_\_\_\_7. *Additional material received after the discussion and vote.* **This should be**

 **made available to all eligible voting faculty and must include a sign off**

 **sheet itemizing the additional material and providing a space for faculty**

 **to sign indicating that they have had an opportunity to review it.**

**External Evaluations**

A ***minimum*** *of 7 substantive letters from outside the University*, consisting of:

1. **At least 5 from scholars who are not recommended by the**

 **candidate, are not current or former collaborators or department**

 **colleagues, and were not members of candidate’s graduate**

 **department during the time she or he was a graduate**

 **student. It is strongly suggested that more than the**

 **minimum be solicited.**

1. **At least 2 from candidate’s list of 3-5 suggested referees**

Letters should not be more than 2 years old. All letters written in a language

 other than English must be accompanied by a translation, noting the name of the

 translator.