RPT Checklist (CLAS)

Candidate ________________________________

Department ________________________________

1. _____ AA-20 Cover form with all signatures and votes recorded
2. _____ AA-27 Affirmative Action form
3. _____ Current Curriculum Vitae
4. _____ Self-Assessment/Narrative Statement from Faculty Member
5. _____ Department Chair to Dean addressing teaching, research, and service
6. _____ Department Review Committee to Chair, addressing teaching, research, and service (include vote)
7. _____ Copies of annual reviews, since last RPT review/or since appt.
8. _____ Record of External Letters for CLAS RPT Review
9. _____ External Reviews (not required for reappointments)
10. _____ Summary of Teaching Evaluations
11. _____ Letter from secondary unit
12. _____ Offer letter/contract
13. _____ Reappointment recommendations (only promotion & tenure, not reappointment, or promotion to full)
   a. _____ Department committee
   b. _____ Chair
   c. _____ College committee (College will provide)
   d. _____ Dean (College will provide)
14. _____ Departmental guidelines for Reappointment, Promotion, and Tenure
15. _____ College Guidelines (College will provide)

Please send the original and one copy to the College Dean’s office.