

**Checklist of Tenure Assessment for Faculty Recruits
UT Box PDF File Names and Contents
(formerly Ad Hoc P&T Appendix A)**

Faculty candidates for Associate Professor with tenure or Professor with tenure must go through the College's Ad Hoc Tenure Assessment at the time that the Department/School is putting together the candidate's PAR. For this review, the CNS Office of Faculty Affairs will send the Department Chair a UT Box link to upload all materials listed in the table below. Once reviewed by the College, tenure assessments and PARs are submitted together to the Provost's Office for final review and approval.

For more information on what is needed for tenured PARs, please see the PAR Checklist for Tenured Faculty.

Ad Hoc P&T Dossier Folder		
PDF File Name in UT Box	PDF Document Contents	Obtain From
Chair Statement	Must state a recommendation, department Budget Council vote, be signed, and on university letterhead. Should detail the strengths of the faculty candidate and why hiring this individual is beneficial for the department. Must explain all accelerated cases, abstention votes, negative votes, and reflect on any reviews (if applicable).	Department
Other Statement - CSU OPTIONAL	Statement from the Courtesy or Joint Department Chair/Center Director (If applicable). Must state a recommendation, department Budget Council vote, be signed, and on university letterhead.	Department
CV	Curriculum Vitae. Must accurately list appointments (dates and titles), affiliations, publications, etc.	Candidate
Recommendation Letter – Last Name	A minimum of five (5) external letters are required. Letters should be in alphabetical order by last name. Must be signed and on university letterhead. Must include any declinations or unsolicited letters, if applicable. Chart of Reviewers, sample solicitation letter, and list of any materials sent for evaluation are appreciated, but not required.	Department
Teaching Portfolio	Should include any evidence of teaching effectiveness at their current institution, including but not limited to: teaching evaluations, CIS scores (or equivalent), student comments, candidate's teaching statement, summary of the range of courses the individual has taught at their current/previous institutions, etc.	Candidate
Research Statement OPTIONAL	Budget council/executive committee statement with typed names and signatures of preparers. Candidate Statement (four pages or less; does not have to be signed).	Department Candidate