

Checklist for reviewing tenure, promotion, and continuing contract status applications

In the interest of promoting a fair, consistent, and efficient review of applications for tenure, promotion, and continuing contract status, CASAC uses the following checklist when reviewing applications. Applicants, department heads, and other reviewing bodies may also find it useful. We have noted relevant sections of the Master Agreement that address tenure and promotion review.

If any part of the application is missing or unaccounted for, it can affect the ability of CASAC to review and make recommendations. CASAC is not allowed to request additions to an application once it leaves a department level review (5.4.6.6.b).

Applications sent to CASAC for review are required to have all of the materials on this checklist. Each item aligns with contractual language from the Master Agreement to help clarify what is expected and why. A full list of required parts and procedures for an application can be found in the Master Agreement (5.4 and 5.5).

Applicant name: _____

Select one or more of the following:

- Application for tenure
- Application for promotion
- Application for continuing contract status

To begin a review of an application, CASAC will check for one hard copy and one electronic copy of:

PART I

- PROMOTION AND/OR TENURE PROCESSING FORM - with all required signatures
5.4.6.1.b
- BASIC DATA FORM - with all required signatures
5.4.6.1.b
- LETTER OF APPOINTMENT FROM THE UNIVERSITY
5.4.6.1.b
- CURRENT COPY OF DEPARTMENTAL BYLAWS
5.4.6.1.b

- TABLE OF CONTENTS COVERING THE NARRATIVE IN PART II, THE APPENDIX TO PART II, AND THE BACKUP MATERIALS TO PART II
5.4.6.1.b / 5.4.6.2.5 / 5.4.6.2.6

PART II - often referred to as “the narrative”

5.4.6.2

- A REQUIRED STATEMENT, LIMITED TO 25 PAGES, INCLUDING
 - a general information section
 - a statement establishing whether the secondary emphasis will be placed on scholarship and/or professional development, or on service
 - A narrative statement describing the accomplishments in responsibilities, scholarship and/or professional development, and service. This statement cites the relevant sections of the bylaws and clearly shows how the expectations of the bylaws have been met, and how these accomplishments relate to plans identified in prior evaluations.
 - For faculty with teaching responsibilities, a reflection on teaching effectiveness based upon the following: (1) colleague assessment, (2) an appraisal of student learning for at least one course in each semester (including the achievement of learning objectives) 5.4.5.1, 5.4.6.2.3.a, and 5.4.6.3.f, and (3) student ratings
 - A description and reflection on advising responsibilities
 - A description and reflection on additional responsibilities
 - A review of scholarship and/or professional development activity
 - A review of department and University service activity
 - A statement of plans for the coming evaluation period

- “EVALUATION PERIOD”: NOTE THAT PROMOTION-ELIGIBLE YEARS AND TENURE-EARNING YEARS ARE NOT ALWAYS EQUIVALENT.
 - 5.4.3 / 5.4.3.1 / 5.4.3.2 / 5.4.3.4

 - 5.4.3.4 For faculty members applying for Continuing Contract Status, the evaluation period covers multiple years, starting with the first term position in their current department. The evaluation period for Continuing Contract Status ends the day before the first day of the fall semester classes during the calendar year in which the application is initiated.

Promotion-eligible years: _____

Tenure-earning years: _____

Continuing Contract Status evaluation period: _____

APPENDIX TO THE PART II NARRATIVE & BACKUP MATERIALS

- APPENDIX: IMPORTANT DOCUMENTS REFERRED TO IN THE NARRATIVE WHICH EVALUATORS WOULD FIND ESSENTIAL TO UNDERSTANDING OR SUBSTANTIATING THE NARRATIVE

5.4.6.2.5

- BACKUP MATERIALS WHICH INCLUDE EVALUATIONS FOR PRIOR YEARS THAT ARE PART OF THE EVALUATION PERIOD

5.4.6.2.6

IF APPLICABLE: PRIOR SERVICE CREDIT & EMPLOYMENT AT PRIOR INSTITUTIONS

- DOCUMENTATION OF ALL RELEVANT NMU DEPARTMENTAL BYLAW ACHIEVEMENTS FROM ANY 'PRIOR SERVICE CREDIT' [FOR TENURE] AND/OR 'EMPLOYMENT AT A PRIOR INSTITUTION' [FOR PROMOTION] IN TEACHING, PROFESSIONAL DEVELOPMENT/SCHOLARSHIP, AND SERVICE THAT THE APPLICANT IS CLAIMING AS PART OF THE EVALUATION PERIOD

- 5.4.3.1 **For faculty members applying for tenure**, the evaluation period covers multiple years, starting when the tenure-earning appointment commences at the University unless prior service credit has been granted at the time of hire or claimed as provided in Section 5.5.3.1. For faculty with prior service credit toward the probationary period, the evaluation period must include the period of prior service. **If prior service credit for service at the rank of instructor or above at an institution of higher education has been granted, then the applicant must include in the application for tenure an evaluation of this service from the prior institution as indicated in the Letter of Appointment.**
- 5.4.3.2 **For faculty members applying for promotion**, the evaluation period covers multiple years, starting when employment commences at the University, or on the first day of fall semester classes in the calendar year when the last successful promotion application was initiated at the University, whichever date is later. **Faculty members have the option to include employment at a prior institution as part of their evaluation period and in support of having fulfilled the eligibility requirements in article 5.5.5.2.**

PARTS III-IV

- SIGNED LETTERS FROM THE DEPARTMENTAL EVALUATION COMMITTEE AND DEPARTMENT HEAD

- 5.5.8.8 **The individual faculty member's tenure or promotion application file must be complete at the time the recommendation of the department**, consisting of both the departmental evaluation committee's and the department head's recommendations, **is forwarded to the CAC**. No additional materials may be added by the faculty member, departmental faculty, or the department head nor be requested by any faculty committee or academic administrator except as provided in 5.4.6.6.b and 5.5.10.

PART V

- PART V FORM - signed by the applicant

5.4.6.6.b