

Case Western Reserve University
College of Arts and Sciences

**PROMOTION AND/OR TENURE
COVER SHEET**

NAME OF CANDIDATE: _____

DEPARTMENT: _____

PRESENT RANK: _____

FACULTY MENTOR(S): _____

TENURE STATUS:

Candidate is in the _____ year of the pre-tenure period.

Candidate must stand for tenure no later than (give academic year) _____

Candidate was awarded tenure in (list year) _____

CANDIDATE IS BEING CONSIDERED FOR:

Promotion to rank of: _____

Award of Tenure: Yes _____ No _____

MATERIALS TO BE INCLUDED IN THE FILE:

Case Documents:

_____ Cover Sheet

_____ Guidelines and Evaluation Criteria: Department, College, University

Documents Provided by the Candidate:

_____ C.V.

_____ Statements of Research, Teaching, and Service (1-2 page limit for each statement)

_____ Publications (3 only)

Documents Provided by the Department:

_____ Numerical Statistical Data and Narrative Overview of Course Evaluations

_____ Narrative Overview of Classroom Visits *

_____ Narrative Overview of Teaching Portfolio *

_____ Copy of Annual and Third-year Reviews in the Tenure-track *

Teaching Evaluations: List (form on website), Sample Request, Comments from Evaluators

Colleague Letters (up to 4)

External Evaluations: List (form on website), Sample Request, Comments, Bio from Each Evaluator

(8 for promotion to associate professor or tenure; 10 for promotion to professor)

Case Evaluations and Voting:

_____ Vote Tally

_____ Evaluation – Department Faculty or Members of Special P/T Committee
(include names of all eligible participants, thorough summary of discussion, numerical vote count)

_____ Evaluation – Department Chair or Chair of Special P/T Committee

_____ Evaluation – Committee on Appointments **
(include names, thorough summary of discussion, numerical vote count)

_____ Evaluation – Dean **

* Required only for files requesting tenure

** Will be supplied by the dean's office