

Faculty Name: _____

Academic Unit (School/Dept/Program): _____

Promotion & Tenure Procedural Checklist for Director/Chair

*Please attach a copy of this form to each faculty dossier for review. This section is to be completed by the **School Director/Department Chair** prior to submitting a faculty dossier to the CVPA Retention, Promotion & Tenure Committee.*

SECTION I. Unit Procedural Checklist

	Required Items	Verification
A.	Letter from Director/Chair	
B.	Letter and votes from local unit committee	
C.	Candidate's employment chronology with emphasis on GMU chronology <i>Must be on separate page.</i> <i>Must indicate hire date and positions held to present date.</i>	
D.	Candidate's vita <i>Must list degrees held.</i>	
E.	Outside letters <i>Minimum of five.</i>	
F.	Candidate's teaching and research statements	
G.	Evidence of teaching quality	

Signature of Director/Chair

Date

Faculty Name: _____

Academic Unit (School/Dept/Program): _____

Promotion & Tenure Procedural Checklist for CVPA RPT Committee Chair

*Please attach a copy of this form to each faculty dossier for review. This form is to be completed by **the Chair of the CVPA Retention, Promotion & Tenure Committee** before submitting a faculty dossier to the CVPA Office of the Dean.*

Please note:

Items in bold are to be verified by CVPA Retention, Promotion & Tenure Committee.

*All other items should be present **before** evaluation by CVPA Retention, Promotion, & Tenure Committee.*

SECTION II. CVPA Retention, Promotion & Tenure Committee Procedural Checklist

	Required Items	Verification
A.	Letter from Director/Chair	
B.	Letter and votes from local unit committee	
C	Letter and votes from CVPA RPT Committee	
D.	Candidate's employment chronology with emphasis on GMU chronology	
E.	Candidate's vita	
F.	Outside letters <i>Minimum of five.</i>	
G.	Candidate's teaching and research statements	
H.	Evidence of teaching quality	
I.	Confirmation of attendance at sexual harassment training	

Signature of Chair for CVPA Retention, Promotion & Tenure Committee

Date