

IOWA STATE UNIVERSITY

Office of the Senior Vice President and Provost

Checklist for Promotion and Tenure Review

Include this checklist with candidate materials forwarded from the department and the college to the Office of the Senior Vice President and Provost.

Candidate Name: _____

Date Completed

- _____ Department reviewers (including promotion and tenure committee members) have been surveyed for conflicts of interest and any conflicts of interest have been addressed.
- _____ External letters requested (Faculty Handbook (FH) 5.3.3.1)
- _____ Department P&T committee review and vote (FH 5.2.4.1; FH 5.2.4.2; FH 5.3.3.2)
- _____ Department faculty review and vote (if applicable) (FH 5.2.4.1; FH 5.2.4.2; FH 5.3.3.2)
- _____ Secondary department or program review (if applicable) (FH 5.2.4.2.2)
- _____ Department chair review (FH 5.2.4.2.4; FH 5.3.3.2)
- _____ Department chair notifies candidate in writing of department recommendation (FH 5.2.4.2.5) prior to sending dossier to college. A summary of reasons is required for negative recommendations.
- _____ Candidate given opportunity to review the factual information (i.e., Tabs 1 and 2) (FH 5.2.4.2.6)
- _____ Materials forwarded to college (Tabs 1, 2, 3, and 5)
- _____ College P&T committee recommendation(s) forwarded to dean (FH 5.2.4.3.2)
- _____ Dean notifies candidate in writing of dean's recommendation (FH 5.2.4.3.3). If contrary to the department, department chair, or college P&T committee recommendations, a summary of reasons is required.
- _____ Dean's Office completes voting record and reviews for accuracy.
- _____ Late-developed information, if applicable, is forwarded to the Provost's Office with the candidate's materials.

_____ Dean forwards materials to Provost's Office.

_____ Provost notifies candidate in writing of their recommendation (FH 5.2.4.4.1). If contrary to the dean's recommendation, a summary of reasons is required.

Revised June 5, 2023