



## West Chester University of Pennsylvania Tenure and/or Promotion Application Checklist

The online application dossier for tenure and/or promotion contains the items below. The applicant must submit all versions or examples of the items from the probationary period as applicable.

Required materials for standard application:

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### **Introduction:**

1. ☐ Tenure Application Form (if applying for **tenure**).
2. ☐ Promotion Application Form (if applying for **promotion**).
3. ☐ Curriculum vita; not to exceed ten pages in 10-point type.
4. ☐ Relevant Statement(s) of Expectations.
5. ☐ Department Teacher-Scholar Model.
6. ☐ Job description for alternative workload assignment (if any).
7. ☐ Annual Performance Review(s) and Evaluation(s) including all:
  - a. The application for joint tenure and promotion or for tenure only includes:
    - All probationary evaluations including Department Committee's, Chair's and Dean's/appropriate manager's evaluations for the entire probationary period Years 2 – 4 (also include Year 1 evaluation for probationary faculty whose Year 1 Evaluation was a formal written evaluation).
      - All Department Committee Performance Reviews and Evaluations
      - All Department Chairperson Performance Reviews and Evaluations
      - All Dean/appropriate manager Performance Reviews and Evaluations
  - b. The application for promotion only includes: Year 1 evaluations including those of the Department Committee, Department Chairperson, and Dean/appropriate manager.

### **Effective Teaching and Fulfillment of Professional Responsibilities:**

1. ☐ Applicant's narrative summary of accomplishments, not to exceed six pages.
2. ☐ Official student evaluation reports from all of the above Annual Performance Review(s) (III.B.5.I pt 7).
3. ☐ All Peer Observations and/or Director's Evaluations from Annual Performance Review(s) and Evaluation(s) required above (III.B.5.I pt 7).
4. ☐ Evidence of performance not to exceed ten pages total including such things as:
  - a. Syllabi
  - b. Teaching materials
  - c. Evidence of advising effectiveness
  - d. Statement(s) from immediate supervisor(s) not involved in the evaluation or recommendation of the applicant

### **Continuing Scholarly Growth:**

1. ☐ Applicant's narrative summary of accomplishments, not to exceed five pages.

### **Service:**

1. ☐ Applicant's narrative summary of accomplishments, not to exceed five pages

### **Supplemental Materials:**