



[The University of Tennessee - Knoxville](#)  [Cases](#)  [Megan Gast](#) 

# Departmental Case Facilitator Checklist

Departmental Case Facilitator Checklist for P&T

## Checklist

Please utilize this checklist to verify the required and necessary documents are included in the faculty dossier. Once you have reviewed it for completeness, please sign below.

### Required Items from the Administrator

**Please review for the following attachments required by the administrator: \***

- ☐ Statement of Responsibilities
- ☐ Department & College Statements of Criteria and Expectations
- ☐ Certificate of Competence to Communicate in English

**Retention Reviews & Annual Performance & Planning Reviews (APPR) \***

- ☐ Retention Review Forms (Tenure Only)
- ☐ Retention Review Narratives Provided by Administrator & Peers (Tenure Only)
- ☐ Annual Performance & Planning Review (APPR) Forms
- ☐ APPR Narratives Describing Progress & Goals
- ☐ Faculty Responses to any APPR and/or Retention Reivew Narratives
- ☐ Dissenting Statements from Faculty Colleagues Regarding Retention Reviews (if applicable)
- ☐ I have checked that these materials have been organized as requested in the instructions.

## External Evaluator Materials (Required for All)

- ☐ Method of Selection of External Evaluators
- ☐ Evaluator Qualifications
- ☐ No Fewer Than 5 Letters from External Evaluators
- ☐ Example of Letter Sent to External Evaluators (if UTK template letter was NOT used)
- ☐ Log of Communications (only required for those who solicit letters OUTSIDE of Interfolio)

## External Evaluator Letter Check \*

- ☐ All external evaluation letters are on the evaluator's institutional letterhead.
- ☐ All external evaluation letters have been signed.

## Required Items from Faculty

### Required Forms and CV \*

- ☐ Promotion and/or Tenure: Instructions and Guidelines Verification
- ☐ Promotion and/or Tenure: Cover Sheet
- ☐ Curriculum Vitae (CV)
- ☐ Promotion and/or Tenure: Candidate Signature Statement

### Teaching \*

- ☐ Candidate Teaching Ability & Effectiveness Statement
- ☐ List of Scheduled Classes Taught & Advising Responsibilities
- ☐ Table of Quantitative End-Of-Course Student Surveys

☐ Peer Review of Teaching Reports (2 required for tenure, 1 required for promotion)

**Research/Scholarship/Creative Activity** \*

- ☐ Candidate's Statement of Research/Scholarship/Creative Activity
- ☐ List of Scholarly Publications and/or Creative Activity

**Service** \*

- ☐ Candidate's Statement on Institutional/Disciplinary/Professional Service
- ☐ List of Institutional/Disciplinary/Professional Service Activities

**Optional Items**

Please utilize this checklist to verify any relevent optional documents are attached to the faculty dossier.

**Early Consideration, Suspension, Extension and Other Memos** \*

- ☐ File is Attached
- ☐ I have verified this is not applicable to the candidate dossier

**Summary of Student Comments from End-Of-Course Surveys** \*

- ☐ File is Attached
- ☐ I have verified the faculty does not wish to include this in the dossier.

**Other Indicators of Teaching Quality** \*

- ☐ File is Attached
- ☐ I have verified the candidate does not have any activity to report in this area.

**List of Projects, Grants, Commissions, and Contracts \***

- ☐ File is Attached
- ☐ I have verified the candidate does not have any activity to report in this area.

**List of Presentations, Invitations to and/or Participation in Seminars and Workshops \***

- ☐ File is Attached
- ☐ I have verified the candidate does not have any activity to report in this area.

**Other Indicators of Research/Scholarship/Creative Activity Quality \***

- ☐ File is Attached
- ☐ I have verified the candidate does not have any activity to report in this area.

**List of Other Indicators of Service Quality \***

- ☐ File is Attached
- ☐ I have verified the candidate does not have any activity to report in this area.

**Link to External Repository of Scholarly/Creative Works (Provided by Faculty) \***

- ☐ File is Attached
- ☐ Faculty in our area have not been asked to provide this information.

**Departmental and/or College Requested Documentation \***

- ☐ File(s) are Attached
- ☐ Faculty in our area have not been asked to provide any additional information.

## Certification

I certify that I have verified the materials above are attached (where applicable) and to my knowledge the dossier is complete at this step.

First and Last Name \*

Today's Date \*  
Date \*



Submit Form

Save Responses

Return to Case

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\* indicates a required field

**Name**\*Required Asterisksignifies that this field can not be left blank

**Email**\*Required Asterisksignifies that this field can not be left blank

**Need some help? Give us a short description of your question or issue.**\*Required Asterisksignifies that this field can not be left blank

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