

NTTF Promotion Departmental Case Facilitator Checklist

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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

☐ Applicable Appointment Letter and Any Subsequent Modifications

☐ Department & College Statements of Criteria for Promotion

☐ Department and/or College's Investment in Professional Development

Annual Performance & Planning Reviews (APPR) *

☐ Annual Performance & Planning Review (APPR) Reports

☐ APPR Narratives Describing Progress & Goals

☐ Faculty Responses to any APPR Narratives

☐ I have checked that these materials have been organized as requested in the instructions.

External Evaluator Materials (if applicable)

☐ Method of Selection of External Evaluators

☐ Evaluator Qualifications

☐ No Fewer Than the Required Number of 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 letters are not relevant to this case.

External Evaluator Letter Check (if applicable)

☐ All external evaluation letters are on the evaluator's institutional letterhead.

☐ All external evaluation letters have been signed.

☐ External letters are not relevant to this case.

Required Items from Faculty

Required Forms and CV *

☐ NTTF Instructions and Guidelines Acknowledgement

☐ NTTF Promotion - Summary Sheet

☐ Curriculum Vitae (CV)

☐ NTTF Promotion Candidate Signature Statement

Required for Candidates With Teaching Responsibilities *

☐ Candidate Teaching Ability & Effectiveness Statement

☐ List of Scheduled Classes Taught

☐ Table of Quantitative End-Of-Course Student Surveys

☐ Peer Review of Teaching Reports (2 required for promotion to the senior or associate rank, 1 required for promotion to distinguished or professor rank)

☐ I have verified that the candidate does not have any teaching responsibilities

Required for Candidate's with Research/Scholarship/Creative Activity Responsibilities *

☐ Candidate's Statement of Research/Scholarship/Creative Activity

☐ List of Scholarly Publications and/or Creative Activity

☐ List of Projects, Grants, Commissions, and Contracts

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

☐ I have verified that the candidate does not have any research/scholarship/creative activity responsibilities

Required for Candidates with Service Responsibilities *

☐ Candidate's Statement on Institutional/Disciplinary/Professional Service

☐ List of Institutional/Disciplinary/Professional Service Activities

☐ I have verified that the candidate does not have any service responsibilities.

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.

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 *

☐ 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 *