

Promotion and Tenure Checklist

The following checklist outlines criteria that are often taken into consideration by tenure review committees. You should complete the checklist at the end of each academic year to track your progress as you approach tenure.

Please note that the optimal distribution of effort between the listed criteria is dependent on the priorities specific to your institution. As such, it is recommended that you speak to your institution directly regarding expectations.

Research

Number of publications	Original Peer-Reviewed	Reviews	Book Chapters	Books	Abstracts
Number of grant submissions					
Number of grant awards					
Level of grant funding					
Number of speaking invitations based on research					
Number of presentations given (can include those given by research students)					
Number of students involved in scholarship (differentiate between graduate and undergraduate)					
Number of professional awards received/nominated for					
Other					

Teaching

Number of courses taught	
Number of formal lecture hours	
Number of small group or lab hours	
Number of prep and grading hours	
Average student evaluation	
Peer reviews performed by colleagues	
Number of students mentored as primary mentor (postdocs, PhD students, grad students, etc.)	
Number of students mentored as committee member (postdocs, PhD students, grad students, etc.)	
Number of professional awards received/nominated based on teaching	
Other	

IDEA score table template (if IDEA assessment measure is used)

Course Information	Progress on Relevant Objectives Score		Excellent Teacher Scores		Excellent Course Scores		Summary Evaluation Scores		Category
	Raw	Adj.	Raw	Adj.	Raw	Adj.	Raw	Adj.	Description
Course Semester									
Course Name Semester									5-Point Scale
									IDEA DB
									Discipline
									Institution
Course Name Semester									5-Point Scale
									IDEA DB
									Discipline
									Institution
Departmental Average Scores Semester									5-Point Scale
									Converted Score

Service

Specifically note any leadership positions held on committees and the number of hours devoted to each function listed below.

Number of departmental committees	
Number of college committees	
Number of university committees	
Role on faculty senate	
Role on faculty council	
Number of professional organization memberships	
Number of professional organization committees	
Participation on study section/number of grants reviewed	
Participation on editorial boards	
Ad-hoc reviewer (# of journals)	
External reviewer on PhD dissertations	

Community outreach/service (# of events)	
Clinical service	
Other	

Possible sources of letter(s) of support

“Arms-Length” Faculty	
Collaborators	
Student/advisee	
Committee chairs	
Other	
Individuals that your institution shouldn’t ask to write letters (must indicate reason for exclusion)	