

Case Western Reserve University  
College of Arts and Sciences

**PROMOTION AND/OR TENURE  
COVER SHEET**

**NAME OF CANDIDATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**PRESENT RANK \*:** \_\_\_\_\_

**FACULTY MENTOR(S):** \_\_\_\_\_  
(if applicable)

**TENURE STATUS:**

Tenure consideration is mandatory in the \_\_\_\_\_ academic year.

Candidate was awarded tenure in (provide year) \_\_\_\_\_.

Candidate is not in the tenure track \_\_\_\_\_.

**CANDIDATE IS BEING CONSIDERED FOR:**

Promotion to rank of: \_\_\_\_\_

Award of Tenure: Yes \_\_\_\_\_ No \_\_\_\_\_

**MATERIALS TO BE INCLUDED IN THE FILE: (FORMAT: pdf preferred per provost's office)**

**Cover Sheet / Vote Tally / Evaluations**

Cover Sheet (Table of Contents)

Vote Tally

Evaluation – Eligible Department Faculty or Members of Special Committee

Evaluation – Department Chair or Chair of Special Committee

Evaluation – Committee on Appointments \*\*

Evaluation – Dean \*\*

**Candidate Documents:**

CV

Statements – Research / Teaching / Service \*\*\*

-- COVID-19 Impact Statement (optional)

-- DEI Statement (optional)

Examples of Research/Scholarly/Creative Works (3 only)\*\*\*\*

**External Evaluations:** List (use form on website), Sample Request, Comments and Bios

(minimum of 2 for senior instructor candidate and 3 for assistant professor candidate; minimum of 6 for any other promotion)

**Research Collaborators (optional):** List (use form on website), Sample Request, Comments and Bios (maximum of 3)

**Teaching Evaluators:** List (use form on website), Sample Request, Comments

**Department Documents:**

Course Evaluations: Narrative Overview and Numerical Statistical Data

Narrative Overview of Classroom Visits \*\*\*\*\*

Narrative Overview of Teaching Portfolio \*\*\*\*\*

Copies of Annual and Third-year Reviews in the Tenure-track \*\*\*\*\*

Affirmative Action Approval Memo from Initial Hire – include only for Senior Instructor promotion files

**Guidelines and Evaluation Criteria:**

Department

College

University

Provost's Guidelines for Reviewing Covid-19 Impact Statement

\* For promotion to Senior Instructor, note the two areas of focus from research/teaching/service and provide documentation accordingly.

\*\* Will be supplied by the dean's office.

\*\*\* Senior Instructor candidate will provide two of three statements. Only Research Statement required for Research Professor Candidate.

\*\*\*\* Required for all tenure files or for any file where research is one of the focus areas.

\*\*\*\*\* Required for tenure candidate.