

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)

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.