

University of North Dakota
Required Promotion and/or Tenure Materials

I. Materials the applicant should submit to the Department Chairperson

Please submit an **electronic copy** (as reasonable; e.g., a book need not be digitized) of the following to your Department Chairperson. This material will remain in the Dean's Office throughout the process, unless requested.

1. Copies/examples of course syllabi/course materials
2. Student assessments
3. Peer review evaluations of teaching
4. Peer review evaluations of creative activities
5. Letters of professional recognition for awards/honors
6. Verifications of creative performances/exhibits
7. Copies of all publications since hire (for tenure candidates)
8. Copies of all publications since last promotion at UND, or copies of all publications since hire for those who have not gone through the promotion process (for promotion candidates)

II. Materials the applicant should submit to the Department Chairperson

Please submit an **electronic copy** of the following to your Department Chairperson. This material will be forwarded to all subsequent reviewers.

1. Curriculum Vitae to include:
 - a. Educational Background
 - b. Professional Experience (including academic and administrative positions)
 - c. Courses Taught
 - Regular Assignments and Continuing Education Advisees (Undergraduate)
 - Graduate Student Advising:
 - Independent Study/Scholarly Project/Design Project Advisor
 - Master's Thesis Committee (Indicate if you served as committee Chair)
 - Doctoral Dissertation Committee (Indicate Role: Chair, Member, or Member-at-Large)
 - Curriculum Development Activities
 - d. Service (Include any offices held)
 - Department
 - College
 - University
 - Professional Associations
 - Community
 - e. Publications/Performances/Exhibits/Educational products (Please indicate full citations, and the order of multiple authorships. Indicate your contribution to the work if there are multiple authors.)
 - Juried/Refereed
 - Non-juried/Non-refereed
 - Invited
 - Other
 - f. Professional Presentations
 - National/International
 - Regional
 - State/Local
 - g. Grants and Contracts Submitted
 - Funded
 - h. Professional Education/Consultant Activities
 - i. Honors/Awards

2. Letters of outside peer evaluations (if used)
3. Copies of all prior annual evaluations since hire (for tenure candidates)
4. Copies of all prior annual evaluations since last promotion at UND, or copies of all prior annual evaluations since hire for those who have not gone through the promotion process (for promotion candidates)

III. Material to be added to file as subsequent reviews are completed

1. Letter of assessment and evaluation from department citing scholarship, teaching, and service (the UND Faculty Evaluation form can serve this purpose.)
2. Letter of assessment, evaluation and recommendation from Department Chairperson. The letter from the Department Chairperson must attach any documents not otherwise submitted that were placed in the official personnel file with the intent of becoming a part of the tenure and promotion materials.
3. Letter of assessment, evaluation and recommendation from Dean
4. Any memorandum submitted by an advisory body (e.g. College or School promotion committee) to a decision maker.

IV. Material the college or school should forward to the Vice President for Academic Affairs Office

Please submit an **electronic copy** to the Vice President for Academic Affairs Office.

1. Faculty Promotion Form (if applicable)
<http://und.edu/provost/files/docs/faculty-promotion.pdf>
2. Tenure Recommendation Form (if applicable)
<http://und.edu/provost/files/docs/tenure-recommendation.pdf>
3. Curriculum Vitae
4. Letter from College/School Dean
5. Letter from College/School Department Chair
6. Letter from College/School Committee
7. Letter from Department Committee
8. External evaluations (if applicable)
9. Tenure candidates: copies of all prior annual evaluations since hire (most recent evaluation first)
10. Promotion candidates: copies of all prior past annual evaluations since last promotion, or copies of all prior annual evaluations since hire for those who have not gone through the promotion process (most recent evaluation first)

Please note: A candidate's response to any letter goes directly after the letter to which the applicant is responding.