

Checklist for Post-Tenure Associate Professor Reviews

1st Post-Tenure Review 2nd Post-Tenure Review

Do you wish to be considered for Promotion (circle one)? yes no

Please attach this form to the top of your packet when delivering it to the Academic Affairs Office.

Name of reviewee: _____ **Dept.:** _____

How do you want the Dean to contact you after your Promotion review?

email: _____ **or** **phone:** _(____)_____-_____

Seven hard copies of your primary review materials packet (stapled, bound or 3-ring binder) that includes:

- Your updated curriculum vitae
- Your ~10-15-page case-making narrative on your teaching and advising, scholarship and service since you received tenure at Augustana.
- The front summary page & last comments page of each IDEA report (not entire reports)

In addition, please provide **one electronic version** of the primary review materials: CV, Case-Making Narrative and IDEA summaries. Please provide these and any other electronic documents via Google drive and share with all full professors in your department and facultywelfare@augustana.edu and facultywelfarecommitteegroup@augustana.edu .

One copy of supplemental materials (**electronic is preferable** via Google drive, in labeled folders; if hard copy, then deliver to Academic Affairs Office and check below which items are hard copies). Regardless of whether they are electronic or hard copies, you must tell us why you are including them – why are they important to your case-making narrative:

- Include **hard** copy of CV and case-making narrative if any other boxes are checked
- Individual IDEA forms
- Evidence of student learning (e.g., samples of student papers, exams, projects; pre- and post-test data; other assessment forms)
- Syllabi
- Evidence of advising engagement and/or effectiveness
- Books or articles that have been published or submitted/accepted for publication

- Evidence of creative projects or performances, reviews, etc.

- Evidence of campus, professional, and/or public service

Your Department Chair should electronically submit the Department Chair's letter of support to both addresses listed above.

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