Departmental Promotion (to Tenured Full Professor) Review Checklist
(Approximate Target Dates in Parentheses)

All review materials for promotions to full professor must be submitted to the Provost’s Office in the FALL SEMESTER. Accordingly, departments must get started on these reviews earlier than other reviews.

_____ 1. Departmental review committee established. (October of academic year prior to academic year promotion review materials will be submitted to Provost’s Office). The Dean of Peabody must approve review committee composition.

Note: Vanderbilt University regulations stipulate that all materials in a promotion dossier can be seen only by the tenured full professors of the department, the Dean, and the Dean’s advisory committee (Peabody Promotion and Tenure Committee). Staff members who assist with the review must maintain strict confidentiality.

_____ 2. Candidate supplies names, titles, brief biosketches, and contact information for six prospective external reviewers.

_____ 3. Review committee identifies at least six potential external reviewers and prepares brief biosketch for each. The candidate’s list and the committee’s list must not overlap.

_____ 4. Candidate’s list, the committee’s list, and all biosketches submitted to Dean Benbow in a hardcopy memorandum in which the source (candidate or committee) of each name is identified. (by December 1)

_____ 5. Written approval of external reviewers received from Dean Benbow.

_____ 6. Department chair contacts prospective reviewers via email or telephone (using template available from Dean’s Office); messages and/or notes of telephone conversations (including those with persons who decline to serve as reviewers) must be included in Promotion Dossier. Four candidate-nominated and four committee-nominated external reviewers agree to review candidate. (Including one extra reviewer in each category is recommended strongly to help assure that the minimum of three letters from each will be achieved.)

_____ 7. Candidate’s statement and unannotated CV received. The personal statement must be no longer than ten double-spaced pages (12-point type, 1.5 inch left margin and 1.0 for others) and must consist of two separate sections, (1) Research and (2) Teaching and Service.

_____ 8. Template from Dean’s Office (Suzan McIntire) used to prepare cover letters to external reviewers.

_____ 9. Cover letters (from department chair), Research section of candidate’s statement, candidate’s CV (unannotated version), and copies of representative publications sent to external reviewers with March 15 response deadline. (by February 1)

_____ 10. Additional approved external reviewers are contacted and sent materials as may be required by failures to supply useable letters. (All received letters must, however,
be included in Promotion Dossier.) *At least three, and preferably four, of the letters must be from persons selected by the review committee.*

11. Candidate’s statement, representative publications, and annotated candidate’s CV posted on Web for review by tenured full professors. (by April 1)

12. Printed student comments from course evaluation questionnaire assembled for six most recent semesters of teaching.

13. Means and standard deviations of teaching evaluations summarized and compared to departmental norms (using Excel template supplied by Suzan McIntire). Data also must include, for each class taught, the mean and standard deviation of the GPA of grades awarded (this information appears on reports available from the Peabody Registrar’s Office).

14. Candidate’s teaching observed by two faculty members on two different occasions.

15. Review committee completes its report. (first week in April)

16. Promotion Dossier—excluding Table of Contents, Chair’s Memo, Summary of Tenured Full Professors’ Discussion—assembled according to “Contents of Promotion Dossier” (document available from Dean’s Office).

17. Unsolicited letters (if any) placed in the Promotion Dossier prior to its review by the tenured full professors of the department. Only those eligible to vote (tenured full professors) may review the contents of the Promotion Dossier.

18. Promotion Dossier (excluding the items noted in #16) made available for review by the tenured full professors 10 days prior to their meeting to consider the case.

19. Arrangements made for staff person or tenured full professor to take minutes of the discussion of the tenured full professors. Alternatively, a tape recording of the meeting may be used for preparation of minutes.

20. Tenured full professors meet to discuss the case. (by end of April)

21. Double-blind vote completed and results tallied.

22. Department chair “writes a letter of transmittal [‘chair’s memo’] that reports his or her views of the full range of faculty deliberations.” This becomes item #2 in the “Contents of Promotion Dossier.” Faculty meeting minutes should follow this memo. (by mid-September)

24. Promotion Dossier delivered to Suzan McIntire by **END OF SEPTEMBER (firm deadline)**.