Promotion (to Associate Professor of Practice) Review Checklist
(Approximate Target Dates in Parentheses)

_____ 1. Departmental review committee established. (April or May of academic year prior to academic year of promotion review)

Note: Vanderbilt University regulations stipulate that all materials in a promotion dossier can be seen only by the voting faculty\(^1\) 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. (by mid-May)

_____ 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. (by end of May)

_____ 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. (June 1)

_____ 5. Written approval of external reviewers received from Dean Benbow. (by mid-June)

_____ 6. Four candidate-nominated and four committee-nominated external reviewers agree to help with review. (Including one extra reviewer in each category is strongly recommended to help assure that the minimum of three letters from each will be achieved.) Initial contact is made by department chair 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. (by July 1)

_____ 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) Scholarship and (2) Teaching and Service. (by August 1)

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

_____ 9. Cover letters (from department chair), Scholarship section of candidate’s statement, candidate’s CV (unannotated version), and copies of representative publications sent to external reviewers with early October response deadline. (by mid-August)

_____ 10. Additional 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.) \textit{At least three, and preferably four, of the letters must be from persons selected by the review committee.}

\(^1\)Practice, clinical, and tenured faculty at the rank of associate and above are eligible to vote on this case.
11. Candidate’s statement, representative publications, and annotated candidate’s CV posted on Web for review by faculty who will vote on the case. (by October 1)

12. Printed student comments from course evaluation questionnaire assembled. (mid October)

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). (November 1)

14. Candidate’s teaching observed six times over two semesters. (November 1)

15. Review committee completes its report. (December 1)

16. Promotion Dossier—including Table of Contents, Chair’s Memo, Summary of voting faculty’s Discussion, and page numbers—assembled according to “Contents of Promotion Dossier” (document available from Dean’s Office). (December 1)

17. Unsolicited letters (if any) placed in the Promotion Dossier prior to its review by faculty who will vote on the case. Only those eligible to vote (practice, clinical, and tenured faculty at the rank of associate and above) may review the contents of the Promotion Dossier.

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

19. Arrangements made for staff person or voting faculty member to take minutes of the discussion of the faculty. Alternatively, a tape recording of the meeting may be used for preparation of minutes.

20. Practice, clinical, and tenured faculty at the rank of associate and above meet to discuss the case.

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.

23. Pages of Promotion Dossier consecutively numbered.

24. Promotion Dossier delivered to Suzan McIntire by February 1 (firm deadline).

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See “Full reviews” on page 5 of *Guidelines for Appointment, Review, and Promotion of Practice and Clinical Faculty.*