

POLICY & PROCEDURES CHECKLIST FOR PORTFOLIO EVALUATION
(First item in applicant's portfolio)

According to Policy 352, 6.6, “colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio.”

Originating at the department/unit level, this checklist documents that University procedures have been followed at the different levels of review. **For each candidate**, the evaluating parties are requested to complete their section of the checklist, to sign, date and insert the form **as the first item** in the applicant’s portfolio. The Dean is responsible for giving a copy of the completed form to the applicant.

Candidate's Name: _____

	<u>Evaluator's Name</u>	<u>Date</u>
Department/Unit PTE Committee Chair: _____	_____	_____
Department/Unit Chair or Head: _____	_____	_____
Chair College PTE Committee: _____	_____	_____
Dean of the College: _____	_____	_____
Other (e.g. Extension): _____	_____	_____

Check agreement or mark N.A., not applicable. Be prepared to explain why an item is not applicable.

To be completed at the Unit/Department level of review:

Department PTE Committee:

- Members were elected according to department’s PTE document _____
- Potential conflict of interest situations were identified/mitigated. _____
- No faculty member being considered for promotion served on PTE committee. _____
- No administrators, as identified by policy 352, served on committee. _____
- Departmental voting procedures on applicant’s candidacy were followed. _____
- The evaluation was based on the written standards and criteria of the department. _____
- Candidate received letter of evaluation/recommendation by due date. _____
- Candidate was accorded 14 calendar days to respond. _____
- Department-specific procedures were followed. _____
- Committee deliberations were kept confidential. _____

- The department’s PTE document is consistent with _____
- Policy 352 _____
- College PTE guidelines _____

Chair or Head:

Outside letters of review were solicited in a timely manner. _____
Solicitation of letters of review followed University's recommended model. _____
In case of joint appointments, input from other units was requested and included. _____
The evaluation was based on the written standards and criteria of the department. _____
Timely inclusion of letters of evaluation and recommendation by
 Department's PTE committee _____
 Chair/head _____
 Others (e.g. Extension) _____
Candidate received letter of evaluation/recommendation by due date. _____
Portfolio was submitted to the college level by the due date. _____

The department's PTE document is consistent with
Policy 352 _____
College PTE guidelines _____

To be completed at the College Level of Review:

College PTE Committee:

Members were elected according to College PTE document. _____
No administrators, as identified by policy 352, served. _____
Potential conflict of interest was identified/mitigated. _____
No faculty member being considered for promotion served on PTE committee. _____
Information added after November 1 conformed to materials listed in policy
 352, section 6.2. _____
College's and Dean's reviews, deliberations, and recommendations were
 conducted separately and independently of each other. _____
College-specific procedures were followed. _____
The evaluation was based on the written standards and criteria, policy and
 procedures of the department and the college. _____
Letter of evaluation/recommendation was submitted to Provost by due date. _____
Candidate received copy of letter of evaluation/recommendation by due date. _____
Committee deliberations were kept confidential. _____

The college's PTE document is consistent with policy 352. _____

Dean:

Dean's review, deliberation, and recommendation were conducted separately
 and independently of review by College PTE committee. _____
The evaluation was based on the written standards and criteria, policy and
 procedures of the department and the college. _____
Information added after November 1 conformed to materials listed in policy
 352, section 6.2. _____
Portfolio was submitted to Provost by the due date. _____
Candidate received copy of letter of evaluation/recommendation by due date. _____
Candidate received copy of the completed policy & procedures checklist. _____

The college's PTE document is consistent with policy 352. _____