

ATTACHMENT #2

Procedural Checklist for Promotion and/or Tenure Candidates

This form must be submitted to the Office of the Provost (Personnel Project Manager) for each faculty member being reviewed for promotion and/or tenure, at the time that the final documentation is submitted.

Faculty name:	
Local Academic Unit:	
Required Items	Verification Dates
Recommendation Memo from Dean (#1)	
Recommendation Memos local academic unit head and relevant committee(s) with roster of committee members (#2)	
External Review (Outside) Letters (#3)	
Candidate's teaching and research statement (not to exceed 8 pages) (#4)	
Candidate's employment chronology (to include GMU chronology) (#5)	
Candidate's curriculum vita, including complete documentation of research and scholarship (#6)	
Evidence of teaching quality (#7)/Other supporting evaluative materials (#8)	
Completed all required CDE trainings (#9)	
Local Academic Unit Head's Signature	
Printed Name	Date:
Dean's Signature	
Printed Name	Date:
Personnel file reviewed by Provost	Date:
Provost's Signature	