

West Chester University of Pennsylvania
Tenure and/or Promotion Application Checklist

The online application dossier for tenure and/or promotion contains the items below. The applicant must submit all versions or examples of the items from the probationary period as applicable.

Required materials for standard application:

Introduction:

1. Tenure Application Form (if applying for **tenure**).
2. Promotion Application Form (if applying for **promotion**).
3. Curriculum vita; not to exceed ten pages in 10-point type.
4. Relevant Statement(s) of Expectations.
5. Department Teacher-Scholar Model.
6. Job description for alternative workload assignment (if any).
7. Annual Performance Review(s) and Evaluation(s) including all:
 - a. The application for joint tenure and promotion or for tenure only includes:
 - All probationary evaluations including Department Committee's, Chair's and Dean's/appropriate manager's evaluations for the entire probationary period Years 2 – 4 (also include Year 1 evaluation for probationary faculty whose Year 1 Evaluation was a formal written evaluation).
 - All Department Committee Performance Reviews and Evaluations
 - All Department Chairperson Performance Reviews and Evaluations
 - All Dean/appropriate manager Performance Reviews and Evaluations
 - b. The application for promotion only includes: Year 1 evaluations including those of the Department Committee, Department Chairperson, and Dean/appropriate manager.

Effective Teaching and Fulfillment of Professional Responsibilities:

1. Applicant's narrative summary of accomplishments, not to exceed six pages.
2. Official student evaluation reports from all of the above Annual Performance Review(s) (III.B.5.I pt 7).
3. All Peer Observations and/or Director's Evaluations from Annual Performance Review(s) and Evaluation(s) required above (III.B.5.I pt 7).
4. Evidence of performance not to exceed ten pages total including such things as:
 - a. Syllabi
 - b. Teaching materials
 - c. Evidence of advising effectiveness
 - d. Statement(s) from immediate supervisor(s) not involved in the evaluation or recommendation of the applicant

Continuing Scholarly Growth:

1. Applicant's narrative summary of accomplishments, not to exceed five pages.

Service:

1. Applicant's narrative summary of accomplishments, not to exceed five pages

Supplemental Materials: