

# Policy 6.1 APPENDIX A

## Required Documents for Reports and Applications

**Purpose:** Specify the required documents Faculty submit for Annual FEC Reports, and Applications for Mid-Point Review, Promotion and/or Tenure, and Five-Year Review

| Table of Required Documents                |  |
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| Annual FEC Report (All Faculty)            |  |
| Submit documents to                        | Departmental P&T Committee via the Faculty Dashboard   |
| Required Documents                         | <ol style="list-style-type: none"><li>1. FEC Report</li><li>2. Supporting documentation, as determined by the department and approved by the Dean, attached to the application in the Faculty Dashboard</li></ol>  |
| Faculty Dashboard Deadline                 | All required documents must be submitted according to the schedule of deadlines in Appendix B  |
| Mid-Point Review (TT Assistant Professors) |  |
| Submit documents to                        | Departmental P&T Committee via the Faculty Dashboard   |
| Required Documents                         | <ol style="list-style-type: none"><li>1. All prior annual FEC Reports and Evaluative Letters</li><li>2. Documentation of years granted toward Promotion and/or Tenure</li><li>3. Completed application for Mid-Point Review found in the Faculty Dashboard</li><li>4. Supporting documentation, as determined by the department and approved by the Dean, attached to the application in the Faculty Dashboard</li></ol> |
| Faculty Dashboard Deadline                 | All required documents must be submitted according to the schedule of deadlines in Appendix B  |

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| Promotion and/or Tenure (Faculty applying for tenure)   |  |
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| Submit documents to   | Department P&T Committee via the Faculty Dashboard   |
| Required Documents  | <ol style="list-style-type: none"><li>1. All prior annual FEC Reports and Evaluative Letters</li><li>2. Documents from Mid-Point Review including Mid-Point Review Evaluative Letters</li><li>3. Documentation of years granted toward Promotion and/or Tenure</li><li>4. Completed application for Promotion and/or Tenure found in the Faculty Dashboard</li><li>5. Supporting documentation, as determined by the department and approved by the Dean, attached to the application in the Faculty Dashboard</li></ol> |
| Faculty Dashboard Deadline  | All required documents must be submitted according to the schedule of deadlines in Appendix B  |
| Rank Advancement Promotion<br>(Assistant NTT Professors, Associate Professors with Tenure, and Academic Administrators with Tenure at the Associate Professor rank) |  |
| Submit documents to   | Departmental P&T Committee via the Faculty Dashboard <i>except</i> Academic Administrators.<br>Academic Administrators submit to next-highest Evaluative Entity based on the Academic Administrator's position.  |
| Required Documents  | <ol style="list-style-type: none"><li>1. Previous annual FEC Reports and Evaluative Letters since the most recent Promotion (Academic Administrators and NTT Faculty only)</li><li>2. FEC Report based on previous years of service since the most recent Promotion</li><li>3. Completed application for Promotion found in the Faculty Dashboard</li><li>4. Supporting documentation, as determined by the department and approved by the Dean, attached to the application in the Faculty Dashboard</li></ol>          |

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| Faculty Dashboard<br>Deadline   | All required documents must be submitted according to the schedule of deadlines in Appendix B  |
| <b>Post-Promotion and Post-Tenure Annual Report</b><br>Promoted NTT Faculty and Tenured TT faculty  |  |
| Submit documents to   | Department Chair via the Faculty Dashboard   |
| Required Documents  | 1. FEC Report  |
| Faculty Dashboard<br>Deadline   | All required documents must be submitted according to the schedule of deadlines in Appendix B  |
| <b>Five-Year Review</b><br>(Associate Professors with Tenure, Professors and Academic Administrators with Tenure at the Associate and Professor rank) |  |
| Submit documents to   | Departmental P&T Committee via the Faculty Dashboard <i>except</i> Academic Administrators.<br>Academic Administrators, via the Faculty Dashboard, submit to next-highest Evaluative Entity based on the Academic Administrator's position.  |
| Required Documents  | 1. FEC Report based on previous five years of service<br>2. Completed application for Five-Year Review found in the Faculty Dashboard<br>3. Supporting documentation, as determined by the department and approved by the Dean, attached to the application in the Faculty Dashboard |
| Faculty Dashboard<br>Deadline   | All required documents must be submitted according to the schedule of deadlines in Appendix B  |