

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

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Post-Promotion Annual Report NTT Faculty Only	
Submit documents to	Departmental P&T Committee via the Faculty Dashboard
Required Documents	1. FEC Report
Faculty Dashboard Deadline	All required documents must be submitted according to the schedule of deadlines in Appendix B
Five-Year Review (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. Academic Administrators, via the Faculty Dashboard, submit to next-highest Evaluative Entity based on the Academic Administrator's position.
Required Documents	<ol style="list-style-type: none"> 1. FEC Report based on previous five years of service 2. Completed application for Five-Year Review found in the Faculty Dashboard 3. Supporting documentation, as determined by the department and approved by the Dean, attached to the application in the Faculty Dashboard
Faculty Dashboard Deadline	All required documents must be submitted according to the schedule of deadlines in Appendix B