

CHECKLIST FOR REAPPOINTMENT OF AN ENDOWED CHAIR

Dean

Submits nominations (slate of at least five names) for ad hoc committee members and chair to review the performance of the endowed chair holder to the Vice Provost who will appoint the committee.

Department Responsibility in Assembling Dossier (The Department will submit the original and two copies of the documentation, collated, to the Dean's Office, in the order below)

_____ Recommended Action Form

_____ Departmental letter from the chair/unit head containing:

- a) Departmental consultation and vote (according to departmental voting procedures for new faculty hires);
- b) Evaluation of candidate's fulfillment of activities specific to the endowed Chair;
- c) Evaluation of candidate's intellectual leadership to the department;
- d) Evaluation of candidate's enhancement of the academic life on campus;
- e) Evaluation of candidate's progress in scholarly activities, teaching, and University and public service
- f) Enhancement of academic mission of the department

_____ **Position Description**

_____ **Copy of Chancellor's appointment letter**

_____ Copy of the approved endowment document

_____ Signed Candidate's Disclosure Statement

_____ Candidate's Statement (accomplishments and goals as endowed chair)

_____ Extramural Letters, stamped "CONFIDENTIAL". Submit an example of the solicitation letter with list of all referees, including academic title and expertise of each referee. This list should identify those nominated by the candidate and by the department.

_____ List of all student evaluations submitted

_____ Teaching, Advising, and Curricular Development Record

- _____ List of Service Activities
- _____ List of contributions of jointly authored works (numbering corresponds with numbering on publication list)
- _____ Complete list of publications
 - _____ Indicate with an asterisk (*) those publications for which reprints are attached
 - _____ In-Press items must have letters or emails indicating that items have been accepted for publication, unless the items are galley proofs. Place acceptance letters or emails behind the in-press list in dossier. The term in-press designates works that have been accepted for publication without revisions. Book contracts are not considered as “in-press.

SUPPORTING DOCUMENTATION (Will be returned to the department)

- _____ Items published or in-press during the review period. Copies of submitted manuscripts may be included at the option of the candidate.
- _____ Student evaluations. (one complete set of original evaluations from two courses, preferably courses with the highest enrollment and preferably representing a range of courses taught (e.g. upper division and lower division)). Numerical summaries or percentages in each rating category for all courses taught during the review period should be included with student evaluations. Department should retain student evaluations for other courses taught during review period and have them available if requested by review committees.)

Dean's Office will add the following to the dossier (original and one copy) and forward to the Vice Provost's Office

- _____ Dean's Recommendation Letter
- _____ Ad Hoc Committee Report