POLICY & PROCEDURES CHECKLIST FOR PORTFOLIO EVALUATION
Maybe completed via DocuSign

According to Policy 352, 6.6, "colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio." **Originating at the department level**, this checklist documents that University procedures have been followed at the different levels of review. **For each candidate**, the evaluating parties are requested to complete their section of the checklist, to sign, date and insert the form **as the first item** in the applicant's portfolio. **The Dean is responsible for giving a copy of the completed form to the applicant.**

Candidate's Name: _____

	Evaluator's Signature	Date
Department PTE Committee Chair:		
Department Chair:		
Chair of the College PTE Committee:		
Dean of the College:		
Other (e.g. Extension):		

Check "yes" for agreement or "NA" if not applicable. *Be prepared to explain why an item is not applicable.*

Department Level Evaluation	PTE Committee	Chair
Solicitation of letters of review followed University's recommended model.	☐ Yes ☐ NA	☐ Yes ☐ NA
In case of joint appointments, input from other units was requested and included.	☐ Yes ☐ NA	☐ Yes ☐ NA
Members were elected according to department's PTE document.	☐ Yes ☐ NA	☐ Yes ☐ NA
Potential conflict of interest situations were identified/mitigated.	☐ Yes ☐ NA	☐ Yes ☐ NA
No candidate considered for promotion was involved in the review.	☐ Yes ☐ NA	☐ Yes ☐ NA
No administrator, as identified by Policy 352, served on PTE committee.	☐ Yes ☐ NA	☐ Yes ☐ NA
Departmental voting procedures on applicant's candidacy were followed.	☐ Yes ☐ NA	☐ Yes ☐ NA
In review of the candidate's contributions, the extraordinary circumstances due to the COVID-19 pandemic were considered.	☐ Yes ☐ NA	☐ Yes ☐ NA
Reviewed the candidate in line with % of time expectations in their job description.	☐ Yes ☐ NA	☐ Yes ☐ NA
The evaluation was based on the written standards and criteria of the department.	☐ Yes ☐ NA	☐ Yes ☐ NA
Candidate received letter of evaluation/recommendation by the due date.	☐ Yes ☐ NA	☐ Yes ☐ NA
Candidate was accorded 14 calendar days to respond.	☐ Yes ☐ NA	☐ Yes ☐ NA
Department-specific procedures were followed.	☐ Yes ☐ NA	☐ Yes ☐ NA
Committee deliberations were kept confidential.	☐ Yes ☐ NA	☐ Yes ☐ NA

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Candidate's Name: _____

Check "yes" for agreement or "NA" if not applicable. *Be prepared to explain why an item is not applicable.*

College Level Evaluation	PTE Committee	Dean
Members were elected according to College PTE document.	☐ Yes ☐ NA	☐ Yes ☐ NA
No administrators, as identified by Policy 352, served on the College Committee.	☐ Yes ☐ NA	☐ Yes ☐ NA
Potential conflict of interest was identified/mitigated.	☐ Yes ☐ NA	☐ Yes ☐ NA
No candidate considered for promotion was involved in the review.	☐ Yes ☐ NA	☐ Yes ☐ NA
Members who voted on the promotion/tenure of a candidate in the department PTE committee were recused from the vote by the College Committee.	☐ Yes ☐ NA	☐ Yes ☐ NA
Information added conformed to materials listed in Policy 352, section 6.2.	☐ Yes ☐ NA	☐ Yes ☐ NA
College and Dean reviews were conducted independently of each other.	☐ Yes ☐ NA	☐ Yes ☐ NA
In review of the candidate's contributions, the extraordinary circumstances due to COVID-19 pandemic were considered.	☐ Yes ☐ NA	☐ Yes ☐ NA
Reviewed the candidate in line with % of time expectations in their job description.	☐ Yes ☐ NA	☐ Yes ☐ NA
Evaluation was based on written standards and criteria of the department & College.	☐ Yes ☐ NA	☐ Yes ☐ NA
Candidate received copy of letter of evaluation/recommendation by the due date.	☐ Yes ☐ NA	☐ Yes ☐ NA
Committee deliberations were kept confidential.	☐ Yes ☐ NA	☐ Yes ☐ NA
Candidate received copy of the completed policy & procedures checklist.	☐ Yes ☐ NA	☐ Yes ☐ NA