

## POLICY & PROCEDURES CHECKLIST FOR PORTFOLIO EVALUATION 2019-2020

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/unit 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: \_\_\_\_\_

	<b>Evaluator’s Signature</b>	<b>Date</b>
Department/Unit PTE Committee Chair:	Signature _____	Date _____
Department/Unit Chair or Head:	Signature _____	Date _____
Chair of the College PTE Committee:	Signature _____	Date _____
Dean of the College:	Signature _____	Date _____
Other (e.g. Extension):	Signature _____	Date _____

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

	<b>PTE Committee</b>	<b>Chair</b>
<b>Department Level Evaluation</b>		
Solicitation of letters of review followed University’s recommended model.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
In case of joint appointments, input from other units was requested and included.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Members were elected according to department’s PTE document.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Potential conflict of interest situations were identified/mitigated.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
No faculty member or administrator considered for promotion was involved in the review.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
No administrators, as identified by Policy 352, served on PTE committee.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Departmental voting procedures on applicant’s candidacy were followed.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
The evaluation was based on the written standards and criteria of the department.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Candidate received letter of evaluation/recommendation by the due date.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Candidate was accorded 14 calendar days to respond.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Department-specific procedures were followed.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Committee deliberations were kept confidential.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
The department PTE document is consistent with Policy 352 and College PTE guidelines.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Portfolio was submitted to the college level by the due date.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
<b>College Level Evaluation</b>	<b>PTE Committee</b>	<b>Dean</b>
Members were elected according to College PTE document.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
No administrators, as identified by Policy 352, served on the College Committee.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Potential conflict of interest was identified/mitigated.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
No faculty member or administrator considered for promotion was involved in the review.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Information added conformed to materials listed in Policy 352, section 6.2.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
College and Dean reviews were conducted separately and independently of each other.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Evaluation was based on the written standards and criteria of the department and the college.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Candidate received copy of letter of evaluation/recommendation by the due date.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Committee deliberations were kept confidential.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
The College’s PTE document is consistent with Policy 352.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Portfolio was submitted to Provost by the due date.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Candidate received copy of the completed policy & procedures checklist.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> NA