Appendix D

April 25, 2013

**√**CHECKLIST for submitting cases of reappointment, tenure, and promotion:

Please note that this list does not cover all items in the various guidelines and policies but only those that seem to be more easily overlooked when cases are written up.

□ Are the pages in the case statement (all of Tab 1) numbered, and is 12 point type used for all printed materials?

□ Does the case contain a description of the process through which the departmental recommendation was reached?

□ Does the case report the vote of the department personnel committee? If the vote was not unanimous, was there an opportunity for minority reports? If your department’s guidelines specifically call for a minority opinion, is it included in the case?

□ Does (B) or (NB) follow every quote from a reviewer cited in the case narrative **and**  every appearance of a reviewer’s name?

□ Does the case indicate that the candidate was shown a redacted version of the case?

□ Has the candidate received a copy of the department’s guidelines?

□ Have you reviewed your department guidelines to make sure they have been followed and that they conform to COP Guidelines and the Faculty Handbook?

□ Does the letter to outside reviewers include a list of the items sent to them (as an “Enclosure” at the bottom of the letter), so that COP can see what was sent?

□ Has the candidate’s CV been reviewed for accuracy and appearance? Does it break down work into refereed and non-refereed items? Does it include article page numbers, grant amounts, a full listing of co-authors in an order that is appropriate to the discipline and including an indication of student co-authors, et al?

□ Does the case clarify the contribution of the candidate for each publication (lead author, etc.) when publications are co-authored?

□ Is the teaching statement (required for reappointment; optional for tenure or promotion unless your own department guidelines require it) included and positioned behind the CV in Tab 2? Is it limited to 3 pages?

□ Is the research statement (optional in all cases, unless your own department guidelines require it) included and positioned behind the CV in Tab 2? Is it limited to 3 pages?

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□ For the selection of non-blind reviewers, does the case show that their selection corresponds to Section 6.5 of the COP Guidelines for the Preparation of Cases?

□ For the selection of blind reviewers, does the case specify which of the steps outlined in

 Section 6.6.1 – 6.6.8 were followed?

□ Does each letter to the blind and non-blind reviewers contain a request that the reviewer indicate if and how s/he knows the candidate? If not, the case preparer must follow up with the reviewer and include the reviewer’s response to that question in the case.

□ Typically “experts” will be of senior rank (Full Professor) or of other equivalent

standing. Is this criterion met for the reviewers in this case to the extent possible?

□ One reviewer who previously wrote to Clark University on behalf of a given candidate

may be resolicited for that same candidate. If more than one reviewer is to be resolicited, COP should be consulted. Does the case write-up confirm that such a consultation took place?

□ Does the letter to a reviewer who is resolicited include a request that s/he report on

 changes in the candidate’s work from the previous review?

□ Are the teaching evaluation summary data sheets for each course taught since the last review, included in every notebook?

□ Is the completed Teaching Summary Template (Appendix C) for all courses taught during the review period, included in the case?

□ Are letters of support from major committees on which the candidate serves included in the case?

□ Are letters of support from directors of interdisciplinary programs in which the candidate is involved, included in the case?

□ For reappointment cases only: Is the first year teaching review included?

□ For tenure cases only: If there was a “flag” from the reappointment case, is it included?

□ Has the entire case (including reviewer CVs) been submitted electronically to

 Deb Brenner (debbrenner@clarku.edu)?

□ Are the reviewers’ CVs included in the original case but not in the other seven binders?

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