

## **Catalog of Supporting Material for Application for Promotion and Tenure and Third-Year Review**

### **Supporting Documentation Should Include:**

- I. Promotion and Tenure or Third-Year Review Cover Sheet  
Applicant's Curriculum Vitae – Current  
Letters of Reference**
- II. In the Area of Teaching**
  - For each course taught: A course description, typical enrollment, labs contact hours and additional scheduled class meetings
  - Sample examinations and some indication of how student performed (outcomes)
  - Other syllabi
  - Special recognition of teaching excellence
  - Additional activities which show a special dedication to teaching
  - Student advising (during research and matriculation)
- III. In the Area of Research and Scholarship**
  - Publications and whether in refereed or non-refereed journals
  - Proposals written and grants awarded
  - Number of thesis and dissertation advisees
  - Professional meetings attended
  - Presentations by candidate and his/her students
  - Invited talks
  - Papers reviewed
  - Books reviewed
  - Proposals reviewed
  - Number of citations of the candidate's publications
- IV. In the Area of Service**
  - Offices held in professional organizations
  - Chairing meeting and symposia sessions
  - Service on thesis and dissertation committees
  - University committees
  - Departmental committees
  - Community service
  - Mentoring (students and peers)
  - Other service
- V. Activities Deserving Consideration not Falling in the Categories Listed Above**