

## Promotion to Full Professor Checklist

WTAMU uses an electronic Faculty Information System for faculty review. All third-year review and promotion and/or tenure candidates will use Review, Promotion and Tenure (RPT) in Interfolio for this process. Each candidate will receive a Case in Interfolio in late May or early June as a place to upload the documents required for the review. Please see details in the Faculty Handbook section on Promotion and Tenure.

Below is a checklist you may find helpful for preparing your portfolio/case for review.

- \_\_\_\_\_ Please let your direct supervisor know by May 1 that you plan to be a candidate for full professor on the upcoming P&T cycle. Your direct supervisor should let Academic Affairs know by May 15 to give plenty of time to create your case in Interfolio.
- \_\_\_\_\_ As a candidate for promotion only, you should receive notification of a meeting regarding Third-Year Review and Promotion & Tenure from the Provost's office before May 15.
- \_\_\_\_\_ Contact the office of Institutional Effectiveness (jhampton@wtamu.edu) to request alumni evaluations by June 1.
- \_\_\_\_\_ Receive your Case in Interfolio by early June. You can begin work on your files in your Interfolio Dossier account and then move them to your Case in RPT.
- \_\_\_\_\_ Add/update activities in Interfolio that will be on your curriculum vita. The RPT system will automatically pull over your vita from Faculty 180 in Interfolio. **Please ensure that you update your activities in Faculty 180. Each time you do, you must click on Regenerate under Actions on the right side of Vita section inside your case/packet.** This will update the vita with whatever you have added.
- \_\_\_\_\_ Prepare and upload the Candidate's Self-Assessment in Instructional Responsibilities to Section II of your Case in Interfolio.
- \_\_\_\_\_ Prepare and upload the Candidate's Self-Assessment in Intellectual Contributions to Section II of your Case in Interfolio.
- \_\_\_\_\_ Prepare and upload the Candidate's Self-Assessment in Professional Service to Section II of your Case in Interfolio.
- \_\_\_\_\_ Upload all summary forms from the Annual Review of Faculty completed by the direct supervisor for each year of the review period in Section III. Please upload in descending chronological order with the current year first.
- \_\_\_\_\_ Upload a tabulation of University-wide student evaluations of teaching effectiveness to Section IV.

- \_\_\_\_\_ Upload a tabulation of peer evaluations of teaching effectiveness or letters to Section IV (if applicable).
- \_\_\_\_\_ Upload a tabulation of alumni evaluations of teaching effectiveness to Section IV.
- \_\_\_\_\_ Upload a tabulation of self-designed student evaluations of teaching effectiveness as summarized by the candidate (if applicable) to Section IV.
- \_\_\_\_\_ Upload the summary sheets of grade distributions from Institutional Research for courses taught during the review period to Section IV. These are available on the IR website at <http://analytics.wtamu.edu/gradeDist/index.html>
- \_\_\_\_\_ Check that all documents have uploaded correctly into Interfolio. You can click on Preview at the top right of the page to see how reviewers will see your packet.
- \_\_\_\_\_ Regenerate the vita one last time.
- \_\_\_\_\_ Click Submit when ready. While you can submit each section separately, it is best to submit the packet all at once when all sections are complete. **Once a section is submitted, you will no longer have access to it.** Note, the electronic portfolio is due by midnight on September 15.