

UNIVERSITY OF NORTH DAKOTA

PROMOTION AND/OR TENURE MATERIALS TO BE FORWARDED TO VPAA

- A. Curriculum Vitae to include:
1. Educational Background
 2. Professional Experience
 3. Courses Taught:
 - Regular Assignments and Continuing Education
 - Advisees (Undergraduate/Graduate)
 - Theses/Dissertation/Graduate Projects Directed
 - Graduate Committee Service
 - Curriculum Development Activities
 4. Institutional Service
 - University
 - College
 - Department
 5. Publications/Performances/Exhibits (Please indicate full citations, and the order of multiple authorships)
 - Juried/Non-juried
 - Refereed/Non-refereed
 - Invited
 - Other
 6. Professional Presentations
 - National/International
 - Regional
 - State/Local
 7. Grants and Contracts
 - Submitted
 - Funded
 8. Professional Associations
 - Offices Held
 9. Professional Education/Consultant Activities
 10. Honors/Awards
- B. Letter of assessment and evaluation from department citing scholarship, teaching, and service (the UND Faculty Evaluation form can serve this purpose.)
- C. Letter of assessment, evaluation and recommendation from department chairperson
- D. Letter of assessment, evaluation and recommendation from dean
- E. Letters of outside peer evaluators (if used)
- F. Copies of all prior annual evaluations since hire (for tenure candidates)
- G. Copies of all prior annual evaluations since last promotion at UND, or copies of all prior annual evaluations since hire for those who have not gone through the promotion process (for promotion candidates)
- H. Copies of all publications since hire (for tenure candidates)
- I. Copies of all publications since last promotion at UND, or copies of all publications since hire for those who have not gone through the promotion process (for promotion candidates)

The following materials are to be available upon request only and are not to be forwarded to the VPAA office:

1. Copies/examples of course syllabi/course materials
2. Student Assessments
3. Peer review evaluations of teaching
4. Peer review evaluations of creative activities
5. Letters of professional recognition for awards/honors
6. Verifications of creative performances/exhibits

Revised 08-12-09