**UALR Promotion and Tenure Instructions & Checklist**

Here's a checklist Administrative Staff can use to prepare promotion and tenure files for submission to the Provost's Office. The forms are located on the UALR Promotion and Tenure Forms Guidelines webpage (<http://ualr.edu/academics/academic-policies/pt/>). Be sure to use the latest forms from these links, otherwise, the application will be returned. All applications must be typed.

Original materials/notebooks are not forwarded to the Provost's Office but archived in the college. If additional materials are needed by the Provost or Chancellor during the review process, a request will be made to the college at that time. For ease of reviewing, submit each candidate's application in a manila file folder with their name on it. Each college can then submit these manila folders in an envelope(s) or some accordion-type folder (no 3-ring binders, sheet protector sheets, and no double-sided copies). The Provost's Office needs the original application, original dean's letter and the original candidate's letter. Copies of everything else is acceptable. The college should keep a copy of each file submitted to the Provost's Office. No paperwork will be returned to the faculty. Make sure that all required signatures are on the applications and the address section on the application is filled out and correct. This address will be used for sending notification letters directly to the applicants.

After the Provost and Chancellor review and sign the applications, the applications will go to the UA President and Board of Trustees for approval or denial. Letters will be mailed directly to the applicants from the UA President's Office (for tenure applicants only) and the Chancellor's Office (for promotion applicants only). In **late** spring, the Provost's Office will get copies of these approval/denial letters. Then, the Provost's Office will send a scanned or hard copy of the letters to each Dean's Office for their files. If you have any questions, contact the Provost’s Office (569-3204).

October 3, 2016

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**UALR Promotion and Tenure Checklist**

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|  | Application Form - Original Document - Required |
|  |  |
|  | Dean's Recommendation Letter - Original Document - Required |
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|  | Candidate's Letter - Original Document - Required |
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|  | Committee Recommendation Letter (**must show total votes for and against**) - Copies Acceptable - Required |
|  |  |
|  | Chair's Recommendation Letter - Copies Acceptable - Required unless Chair is requesting Promotion/Tenure |
|  |  |
|  | Updated Vitae - Copies Acceptable - Required |
|  |  |
|  | Peer or External Reviews (3 or more) - Copies Acceptable - Required |
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|  | Annual Evaluations (last five years) - Copies Acceptable - Required |
|  |  |
|  | Third Year/Pre-Tenure Review - Copies Acceptable - Required |
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|  | **If the applicant file is not complete with all the above items, the Provost's Office will return the file to the Dean's Office. Please make sure all appropriate signatures are on the documents, both originals and copies.****NO DOUBLE-SIDED COPIES.** |