The department is responsible for adding the items listed below to the candidate’s case in Interfolio RTP. Once the candidate has submitted all required materials, all members of the Department Review/Tenure/Promotion to Full Professor Committee will be notified that the case is ready to view. The department chair and the academic department administrator will be designated as Committee Managers, and they will be able to add documents to the candidate’s case. Materials should be uploaded as soon as the case is available from the candidate.

- **Teaching Evaluations – Departmental Comparison Chart.** A cover sheet that provides a summation of the candidate’s teaching such as provided in the sample table below.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Semester</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Total Enrollment</th>
<th>Weighted Mean Course Score</th>
<th>Weighted Mean Instructor Score</th>
<th>Overall Weighted Mean</th>
<th>Departmental average of courses of this size and type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Fall</td>
<td>490.5</td>
<td>IDE 459</td>
<td>25</td>
<td>7.42</td>
<td>7.73</td>
<td>8.03</td>
<td></td>
</tr>
</tbody>
</table>

- **One (1) set of teaching materials.** Candidates and departments have discretion over what should be included in the materials; in most cases, the materials include the following:
  - Teaching Evaluations – Quantitative. Copies of all College course evaluation summary sheets.
  - Teaching Evaluations – Qualitative, Written open and closed course evaluations from both undergraduate and graduate courses (generally, tenure cases should provide all written course evaluations and promotion cases include ONLY 4-5 years; however, candidates should exercise their own judgment on what is appropriate).
  - Teaching Observation Letters (3 or more). Peer teaching evaluation/observation letters and/or letters of support from fellow colleagues.
  - Student support letters/emails (solicited by the department not the candidate). Do not include “thank you” notes/letters from students.

After the case is reviewed by the Department Review/Tenure/Promotion to Full Professor Committee, a Committee Manager will also need to upload:

- Letter from the Department (signed by the appropriate ranked faculty who participated in the review)
  - Email votes can also be uploaded