SUGGESTED TEACHING PACKAGE CHECKLIST
4th Year, Tenure and Promotion Reviews

☐ Teaching Statement (no more than 5 pages or 2,500 words)

☐ 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>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Fall</td>
<td>4905</td>
<td>BUS 459</td>
<td>25</td>
<td>7.42</td>
<td>7.73</td>
<td>8.05</td>
</tr>
</tbody>
</table>

☐ Copies of all College course evaluation summary sheets.

☐ Written open and closed course evaluations from both undergraduate and graduate courses (generally, tenure cases should provide all written course evaluations and promotion cases only 4-5 years; however, candidates should exercise their own judgment on what is appropriate).

☐ Peer teaching evaluation/observation letters and/or letters of support from fellow colleagues.

☐ Student letters/emails (solicited by the department not the candidate). Do not include “thank you” notes.

☐ List of thesis supervisions and committees (PhD, MA, Honors).

☐ Description of advising activities and name/number of advisees.

☐ Any other teaching related materials (e.g. grants, teaching awards, etc.) you would like for the Tenure and Promotion Committee to consider.

☐ Service Statement (2-3 pages) – not applicable for 4th year review.

☐ Any other service related materials you would like for the Tenure and Promotion Committee to consider. You may include service materials from within the Emory community or to your discipline itself.

CHECKLIST FOR TEACHING MATERIALS-REVISED 2011