

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

- Teaching Statement (no more than 5 pages or 2,500 words)
- A summation of the candidates teaching as provided in the sample table below:

Professor Name
 Department Name
 Proposed Rank

Academic Year	Semester	Course Number	Course Name	Total Enrollment	Weighted Mean Course Score	Weighted Mean Instructor Score	Overall Weighted Mean	Departmental average of courses of this size and type
2007-2008	Fall	4905	BUS 459	25	7.42	7.73	8.05	

SAMPLE

- Bubble sheets (closed-ended evaluations) for all undergraduate courses
- Complete sets of written, open-ended course evaluations for all undergraduate college courses
- Complete sets of written, open-ended course evaluations for all graduate courses
- Peer teaching evaluation/observation letters
- Student letters/emails solicited by the department (not solicited by the candidate- no “thank you notes”)
- List of thesis supervisions and committees (PhD, MA, Honors)

- Description of advising activities and number of advisees
- Any other teaching related materials (e.g. grants, teaching awards, textbooks, etc.) you would like for the Tenure and Promotion Committee to consider
- Service letters - *Service letters are not requested for a 4th year review; however, a Service Statement is required.*
- Any other service related materials you would like for the Tenure and Promotion Committee to consider