TABLE OF CONTENTSRETENTION, TENURE, AND PROMOTION

SECTION	ITEM (all except Sections 11 & 12, current review cycle only)
Section 1	(a) Access Log(b) Checklist
Section 2	(a) Application Form(b) Updated Curriculum Vitae(c) Probationary period extension letter from Provost (if any)
Section 3 ¹	 (a) Approved Probationary Plan with approved amendments (if applicable)¹ (b) Provost's Letter approving Probationary Plan and Amendments, if any¹ (c) Department Chair's Letter of Intent (d) Description of Non-Instructional Assignments, Including Assigned Time Responsibilities (if applicable)
Section 4	Retention or Tenure and Promotion Recommendation Form
Section 5	Retention or Tenure and Promotion peer review committee and administrative evaluations in chronologic order
Section 6	Candidates' Responses or Rebuttals to Retention, Tenure, or Promotion Evaluations and Recommendations
Section 7	UBRTP Recommendations (if any)
Section 8 ²	Documentation of Teaching Effectiveness (such as Peer Evaluations, Student Evaluation Quantitative Data, and/or Non-Instructional Professional Assignments)
Section 9 ²	Documentation of Professional Growth and Scholarly/Creative Activities.
Section 10 ²	Documentation of University Service
Section 11	 (a) Probationary Faculty: All recommendation forms and written evaluations from previous probationary reviews (reverse chronological order). (b) Tenured Promotion Candidates: If seeking promotion to new rank for the second or subsequent time, all recommendation forms and written evaluations from previous promotion review(s) (reverse chron. order.)
Section 12	(a) Inventory of Candidate's Materials, including current review cycle and all previous probationary reviews.(b) Inventory of Candidate's Materials from previous promotion reviews ONLY if seeking promotion to rank for second or subsequent time.

¹ Tenured Associate Professors applying for Full Professor are not required to include the Probationary Plan from the previous review.

² In Sections 8, 9, and 10, candidates for retention, tenure, or tenure and promotion should include documentation for current review cycle only. Documentation from previous review cycles is incorporated by reference through Section 12 Inventory. Tenured promotion only candidates should include documentation for the entire period since last promotion or award of tenure, as appropriate.