University Of Arkansas At Pine bluff



1200 n. University drive

Pine bluff, Arkansas

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Academic Affairs

Checklist for Faculty

Qualifications

Tenure/Promotion

|  |  |
| --- | --- |
| Applicant: |  |
| School: |  |
| Department: |  |
| Date: |  |

University Of Arkansas At Pine bluff

Vice Chancellor’s Checklist for Faculty Qualification

For Tenure/Promotion in Rank

|  |  |  |
| --- | --- | --- |
| 1.  | Name |  |
|  | a. | Year service began at UAPB |  |
|  | b. | Current status at UAPB |  |
|  | c.  | Division / Program |  |
|  | d. | Department / Program |  |
|  | e. | Present academic rank |  |
|  |  |  |  |
| 2. | Academic Training |
|  | a. | Highest earned degree |  |
|  | b.  | Additional credit (expressed in years) |  |
|  | c. | Special non-credit training (list) |  |
|  |  |  |  |
| 3. | Longevity |
|  | a. | Years of service at UAPB |  |
|  | b. | Years of service at other colleges/universities |  |
|  | c.  | Years of service in highest rank |  |

|  |  |
| --- | --- |
| 4.  | Teaching Ability (describe here, submit evidence in appropriate section of portfolio) |
|  | a.  | Syllabi |
|  |  |  |
|  | b. | Lectures  |
|  |  |  |
|  | c.  | Classroom presentation of instructional materials |
|  |  |  |
|  | d. | Class assignments |
|  |  |  |
|  | e.  | Monitoring of examinations |
|  |  |  |
|  | f. | Endorsement of colleagues |
|  |  |  |
| 5.  | Scholarship Competence (describe here, submit evidence in appropriate section of portfolio) |
|  | a.  | Books written |
|  |  |  |
|  | b. | Books published |
|  |  |  |
|  | c.  | Articles written |
|  |  |  |
|  | d. | Articles published |
|  |  |  |
|  | e.  | Concerts, exhibitions, plays, etc. (List with year) |
|  |  |  |
|  | f. | Endorsement of stakeholders |
|  |  |  |
|  | g. | Impact Assessment |
|  |  |  |
| 6. | Performance of Departmental and University Duties (describe here, submit evidence in appropriate section of portfolio) |
|  | Division / Program |
|  | a. | Committee service |
|  |  |  |
|  | b.  | Recruitment of new students |
|  |  |  |
|  | c. | Academic advisement |
|  |  |  |
|  | d.  | Counseling of students  |
|  |  |  |
|  | e. | Participation of co-curricular activities |
|  |  |  |
|  | f.  | Development of new programs |
|  |  |  |
|  | g. | Service on standing committees |
|  |  |  |
|  | h. | Support of University promotional activities |
|  |  |  |
| 7.  | Professional Recognition (describe here, submit evidence in appropriate section of portfolio) |
|  | a.  | Offices that you now hold and/or formerly held in professional organizations, learned societies (List names of each organization and year(s). |
|  | b. | Membership held in professional organizations and learned societies (list) |
|  |  |  |
|  | c.  | Scholarships and grants received (name and year) |
|  |  |  |
|  | d. | Certificates and awards received (name and year) |
|  |  |  |
|  | e.  | Program grants from proposals written (list and year) |
|  |  |  |
|  | f. | Biographical publication with nominee included (list and year) |
|  |  |  |
|  | g. | Honors received from UAPB for outstanding work as teacher and scholar. |
|  |  |  |
| 8.  | Creative Ability (describe here, submit evidence in appropriate section of portfolio) |
|  | a.  | Recognition of outstanding performance (local, state, national, international) |
|  |  |  |
|  | b. | Production of outstanding work(s) |
| 9.  | Service to the Community (describe here, submit evidence in appropriate section of portfolio) |
|  |  |
| 10. | Annual Evaluations (describe here, submit evidence in appropriate section of portfolio) |
|  |  |

|  |  |
| --- | --- |
| 11.  | Certification |
|  |  | I certify that the information submitted in this Checklist is accurate and correct. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | Applicant’s Signature |
|  |  |  |  |  |  |  |
|  |  |  | day of |  | , 20 |  |

|  |  |  |
| --- | --- | --- |
|  | Department Chair’s Action |  |
| I certify that I have carefully examined the documents submitted in the Vice Chancellor’s Checklist for |
|  |  |  |
|  | Faculty Member |  |
|  |  |  |
|  | Department/Program |  |
|  |  |  |
| To the best of my knowledge and belief they are accurate and correct as noted below. |
|  |  |  |
| Exceptions: |  |  |
|  |  |  |
| Action taken: |  |  |
|  | Signature: |  |
|  |  |  |
|  |  | Chair |
|  |  |  |
|  |  | Department/Program |
|  |  |  |
|  |  | School/Division/Program |
|  |  |  |
|  |  | Date |

|  |  |  |
| --- | --- | --- |
|  | Department/Program Committee Action (if applicable) |  |
| I certify that I have carefully examined the documents submitted in the Vice Chancellor’s Checklist for |
|  |  |  |
|  | Faculty Member |  |
|  |  |  |
|  | Department/Program |  |
|  |  |  |
| To the best of my knowledge and belief they are accurate and correct as noted below. |
|  |  |  |
| Exceptions: |  |  |
|  |  |  |
| Action taken: |  |  |
|  | Signatures: |  |
|  |  |  |
|  |  | Chair |
|  |  |  |
|  |  | Member |
|  |  |  |
|  |  | Member |
|  |  |  |
|  |  | Member |
|  |  |  |
|  |  | Member |
|  |  |  |
|  |  | Date |

|  |  |  |
| --- | --- | --- |
|  | School/Division/Program Dean/Director’s Action |  |
| I certify that I have carefully examined the documents submitted in the Vice Chancellor’s Checklist and attachments for |
|  |  |  |
|  | Faculty Member |  |
|  |  |  |
|  | School/Division/Program |  |
|  |  |  |
| To the best of my knowledge and belief they are accurate and correct as noted below. |
|  |  |  |
| Exceptions: |  |  |
|  |  |  |
| Action taken: |  |  |
|  | Signature: |  |
|  |  |  |
|  |  | Dean/Director |
|  |  |  |
|  |  | School/Division/Program |
|  |  |  |
|  |  | Date |

|  |  |  |
| --- | --- | --- |
|  | Vice Chancellor’s Report to the Chancellor |  |
| I certify that I have carefully examined the documents submitted for Tenure/Promotion for |
|  |  |  |
|  | Faculty Member |  |
|  |  |  |
|  | Department/Program |  |
|  |  |  |
| To the best of my knowledge and belief they are accurate and correct as noted below. |
|  |  |  |
| Exceptions: |  |  |
|  |  |  |
| Action taken: |  |  |
|  | Signature: |  |
|  |  |  |
|  |  | Vice Chancellor for Academic Affairs |
|  |  |  |
|  |  | Date |