University Of Arkansas At Pine bluff



1200 n. University drive

Pine bluff, Arkansas

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 | | |