

**IOWA STATE UNIVERSITY**  
**Office of the Senior Vice President and Provost**

**CHECKLIST FOR PROMOTION AND TENURE REVIEW**

*Include this updated checklist with candidate materials forwarded  
from the department to college and Provost's Office.*

Candidate Name: \_\_\_\_\_

Date Completed

- \_\_\_\_\_ External letters requested. (5.3.3.1)
- \_\_\_\_\_ Department P&T committee review and vote (5.2.4.1.; 5.2.4.2.; 5.3.3.2)
- \_\_\_\_\_ Department faculty review and vote (if applicable) (5.2.4.1.; 5.2.4.2.; 5.3.3.2)
- \_\_\_\_\_ Review by secondary department or program (if applicable) (5.2.4.2.2)
- \_\_\_\_\_ Department chair review (5.2.4.2.4; 5.3.3.2)
- \_\_\_\_\_ Department chair notifies candidate in writing of department recommendation (5.2.4.2.5) prior to sending dossier to college. A statement of reasons must be offered for negative recommendations.
- \_\_\_\_\_ Candidate given opportunity to review the factual information (i.e., Tabs 1 and 2). (5.2.4.2.6)
- \_\_\_\_\_ Materials forwarded to college (Tabs 1, 2, 3, and 5)
- \_\_\_\_\_ College P&T committee recommendation/s forwarded to dean (5.2.4.3.2)
- \_\_\_\_\_ Dean notifies candidate in writing of dean's recommendation (5.2.4.3.3). If contrary to the department, chair or college P&T committee recommendations, a summary of reasons is required.
- \_\_\_\_\_ Dean forwards materials to Provost's Office.
- \_\_\_\_\_ Provost notifies candidate in writing of Provost's recommendation (5.2.4.4.1). If contrary to the dean's recommendation, a summary of reasons is required.