

## **Appendix I: Process Checklist**

This appendix contains two complete checklists:

- *Appointment Checklist*
- *Promotion and Tenure Checklist*

Each checklist indicates the sequence of steps, in chronological order, to successfully complete a faculty appointment, promotion, or tenure transaction.

## Checklist for procedures regarding faculty appointments

### Appointments

\_\_\_ Department/Program Head seeks dean's approval of proposed action

### Approvals required to initiate search

\_\_\_ Dean's (and possibly Provost's) approval to fill position

\_\_\_ Department/Program head in consultation with the Faculty Diversity Committee appoints Search Committee

\_\_\_ Search Committee consults with Faculty Diversity Committee Chair(s)

\_\_\_ Search Committee prepares a Search Plan and submits it for approval in the following order:

\_\_\_ Department/Program Head

\_\_\_ Faculty Diversity Committee

\_\_\_ Dean

### Search Stages

\_\_\_ Conduct the search

\_\_\_ Interim Report with shortlisted candidates submitted for approval in the following order:

\_\_\_ Department/Program Head

\_\_\_ Faculty Diversity Committee

\_\_\_ Dean

\_\_\_ Candidates invited to interview

\_\_\_ Selection of candidate

\_\_\_ Search Committee prepares Final Search Report and submits for approval in the following order:

\_\_\_ Department/Program Head

\_\_\_ Faculty Diversity Committee

\_\_\_ Dean

\_\_\_ Department/Program Head in consultation with Dean extends offer

### Review Stages

Review Committee prepares the case in the following order:

\_\_\_ Table of Contents

\_\_\_ Summary Sheet

\_\_\_ Department/Program Head Letter to Dean (For SC and AC only)

\_\_\_ Committee Report

\_\_\_ Electronic Professional Record (ePR)

\_\_\_ Professional Statement (approximately 1,000-2,500 words)

\_\_\_ External Reviewer List with bios, with a (C) for referees suggested by the candidate and a (D) for referees suggested by the Department. Also note any referees who were unable to write

\_\_\_ Internal Reviewer List with bios, with Department affiliations

\_\_\_ Sample letter of solicitation including Confidentiality statement to Reviewers

\_\_\_ Letters from External Reviewers (include notes from referees who were not able to write)

\_\_\_ Letters from Internal Reviewers

\_\_\_ Teaching Evaluations

- \_\_\_ Combine all materials into one pdf
- \_\_\_ Number pages starting with Summary Sheet as page 1
- \_\_\_ Must be OCR enabled
- \_\_\_ Must have BOOK MARKS that coincide with TOC
- \_\_\_ Must be saved as a reduced size pdf before posting to the Promotions and Tenure review site (pandt.mit.edu)
- \_\_\_ Case is posted on the Promotions and Tenure review site (pandt.mit.edu)
- \_\_\_ Case presented to department/program head and department/program faculty by search committee
- \_\_\_ Email case to Dean's office for posting on pandt.mit.edu for School Council one week in advance of presentation
- \_\_\_ Case presented to School Council by department/program head using slide template from dean's office
- \_\_\_ Case updated/revised, if requested, and submitted to dean's office for posting to Academic Council
- \_\_\_ Academic Council review (not required for some positions; see Appendix C: Approvals Required)
- \_\_\_ Executive Committee of the Corporation review (not required for some positions; see Appendix C: Approvals Required)
- \_\_\_ Department prepares appointment transaction

## Checklist for procedures regarding promotion and tenure cases

- \_\_\_ Department/Program Head notifies dean of proposed action
- \_\_\_ Dean's approval to proceed with case
- \_\_\_ Department/Program Head appoints a review committee

Review Committee prepares the case in the following order:

- \_\_\_ Table of Contents
- \_\_\_ Summary Sheet
- \_\_\_ Department Head/Program Letter to Dean (For SC and AC only)
- \_\_\_ Committee Report
- \_\_\_ Electronic Professional Record (ePR)
- \_\_\_ Professional Statement (approximately 1,000-2,500 words)
- \_\_\_ External Reviewer List with short bios, with a (C) for referees suggested by the candidate and a (D) for referees suggested by the Department. Also note any referees who were unable to write
- \_\_\_ Internal Reviewer List with short bios
- \_\_\_ Sample letter of solicitation including Confidentiality statement to Reviewers
- \_\_\_ Letters from External Reviewers (include notes from referees who were not able to write)
- \_\_\_ Letters from Internal Reviewers
- \_\_\_ Teaching Evaluations
- \_\_\_ List of Student Reviewers (for Department and School Council cases only)
- \_\_\_ Sample Student Letter of solicitation including Confidentiality statement
- \_\_\_ Student Letters (for Department and School Council cases only)
- \_\_\_ Combine all materials into one pdf
- \_\_\_ Numbered pages starting with Summary Sheet as page 1
- \_\_\_ Must be OCR enabled
- \_\_\_ Must have BOOK MARKS that coincide with TOC
- \_\_\_ Must be saved as a reduced size pdf before posting to the Promotions and Tenure review site ([pandt.mit.edu](http://pandt.mit.edu))
- \_\_\_ Case is posted on the Promotions and Tenure review site ([pandt.mit.edu](http://pandt.mit.edu))
- \_\_\_ Case presented to department/program head and department/program faculty by search committee
- \_\_\_ Email case to Dean's office for posting on [pandt.mit.edu](http://pandt.mit.edu) for School Council one week in advance of presentation
- \_\_\_ Case presented to School Council by department/program head
- \_\_\_ Case updated/revised, if requested, and submitted to dean's office for posting to Academic Council
- \_\_\_ Academic Council review (not required for some positions; see Appendix C: Approvals Required)
- \_\_\_ Executive Committee of the Corporation review (not required for some positions; see Appendix C: Approvals Required)
- \_\_\_ Department prepares appointment transaction