

Procedural Checklist for Promotion and Tenure Cases	
<p>This form must be submitted , in hard copy, to the Provost Office (Personnel Project Manager) for each faculty member being recommended for promotion or tenure, at the time that the final documentation is submitted to the Provost.</p>	
Faculty Name:	
Local Academic Unit:	
Required Items	Verification
Letters from Dean/Director	
Letters and votes from relevant Committees	
Candidate's employment chronology (particularly GMU chronology)	
Candidate's vita	
Candidate's teaching and research statements	
Outside letters	
Evidence of teaching quality	
Date of attendance at sexual harrassment training	
Dean/Director's Signature:	
Personnel file reviewed by Provost	
Provost's Signature:	