Below is the template for the Promotion and Tenure Casebook. We look forward to working with you on this critical task of preserving and enhancing the quality of our faculty.

**Promotion and Tenure Casebook Template:**

*(Additional Items and Supplementary books should be submitted, only if requested.)*

1. Letter of recommendation from Dean/Director will include summaries of prior reports, evaluations of performance in research, teaching, and service and evaluation of probable future trajectory. Letters should clearly indicate candidate’s intention to be considered for “Genuine Excellence” in scholarship, teaching, or both.

2. Letters of recommendation from first and second level committees evaluating the case, and from school directors/department chairs (where relevant). Letter should include a roster of committee members at each level. Letters should clearly indicate candidate’s intention to be considered for “Genuine Excellence” in scholarship, teaching, or both.

   **NOTE:** Dean and committee letters should normally NOT quote directly from outside letters or cite referees by name, as opposed to summarizing content. Brief quotes (though not be named) can be included when important for the case.

3. Candidate’s employment chronology, particularly at GMU to include: date of hire, date when appointed to a tenure track position and tenure and promotion dates, prior to full professorship.

4. Candidate’s vita, including clear evidence about research – publications, grant and contract awards, conferences and invited talks, etc. Evidence of relevant entrepreneurial activities may also be provided for consideration toward promotion or tenure.

5. Candidate’s statement about teaching and research, including future plans (not to exceed 8 pages).

6. Outside letters:
   a. Minimum of 5
   b. This section should also contain the letter sent to the referees, and evidence of referee credentials.
   c. Units may allow candidate to suggest up to 40% of the outside referees; they may also allow candidate to name one or two individuals to exclude; candidates in no case will see the final list of referees.

7. Evidence of teaching quality:
   a. Student course evaluations
   b. When applicable, theses and dissertations supervised; mentoring and advising activity
   c. Other evidence of teaching effectiveness such as:
      1. Class visits by peers
      2. Random sample letters
      3. Student comments based on the whole population, not selected samples
      4. Alumni letters
      5. Student focus groups.

8. Other supporting evaluative materials (testimony about service or outreach, evidence of academic entrepreneurship, etc.) -- not to exceed 8 pages.

**PLEASE NOTE:** An electronic copy of the procedural checklist for Promotion and Tenure Cases can be found on the Office of the Provost website.