

SoM P&T Faculty Packet Checklist Promotion & Tenure Review

Review the P&T Guidelines: [site link](#)

Updated CV (upload to DM in supporting documentation screen)

Report Narrative (upload to DM in supporting documentation screen)

List of External Reviewers

Give a list of proposed reviewers with a description of who the person is, information on your relationship with them and why you have included them in the list.

Put together and send external reviewer packet to the Dean's Office

The external reviewer packet needs to contain a revised chair letter, faculty report narrative, CV, track table (depending on appointment criteria), copies of publications, copies of teaching evaluations.

Copies of teaching evaluations

Teaching evaluations are best when provided through eValue or SEI. A favored report for clinicians is the clinical educator report or other reports that provide ratings. These should be placed in Digital Measures annually by the Department Administrator or an appointed DM Department Administrator. If they haven't been placed into the system annually, then there will need to be teaching evaluations for each year of the promotional reporting period. Failure to provide appropriate reports will result in disqualification.

Copies of all publications in the Publications, Research, and Intellectual Contributions Screen

All publications must be non-predatory. The WVU Libraries helps give a definition and resource on this matter: <https://library.wvu.edu/about/open-access>.

Completely enter information needed into the DM screens

Submit Faculty Productivity Report (FPR)

This report should be ran from the faculty start date or date of last rank promotion till the end of the review cycle.