1. Recommendation on Change in Rank
   a. Form—Request for Academic Personal Action

2. Departmental RTP Criteria
   a. Submit for the year hired

3. Curriculum Vitae

4. Letters of Recommendation
   a. Dean’s Letter
   b. Department Chairperson’s Letter
   c. Program Director
   d. College Recommendation
   e. Departmental Recommendation
   f. University Recommendation

5. Full Professors Confirmation

6. External Evaluations

7. Personnel Action Board of Trustees (BOT)
   a. Form—Personnel Action Requiring BOT Approval

8. Personnel Action Board of Governors (BOG)
   a. Form—Personnel Action Requiring BOG Approval

9. Scholarly Activity
   a. Book Chapters
   b. Books
   c. Edited Journals
   d. Grants
   e. Other Articles
   f. Peer Reviewed Articles
   g. Professional Organizations
   h. Theses Advised

10. Teaching and Learning
    a. Academic Advising
    b. Course Revisions or New Courses
    c. Course Syllabi
    d. Educational Philosophy
    e. Faculty Development Opportunities
    f. Peer Observation Reports
    g. Student Ratings of Instruction
    h. Teaching Techniques and Enhancements
    i. Test or Exams
    j. Workload Form

11. Evidence of Service
    a. Professional Service off Campus
    b. Professional Service on Campus