Checklist for FIS Uploads for Tenure and Promotion Cases

**First Upload – May**

These are the materials that will go to external reviewers and will also be available to internal reviewers.

FIS has designated spots for:

* CV
* 750-word self-evaluation personal statement
* Unit tenure and promotion criteria [just a PDF of the version of the department’s P&T policy that you are going up under – if going up for tenure you choose either the version you were hired under or the current one, and if going for full it must be the current P&T policy]

Then there is a spot for unit-specific supporting documents to be emailed to external reviewers. This should include:

* Publications and Products
  + Include a PDF of your book(s) – even though we send hard copies to external reviewers, the PDF will be accessible to internal reviewers later (and some externals may appreciate the PDF option too)
  + All articles and book chapters that support your P&T case
  + If a major component of the case for P&T includes digital work or public history, documentation should be uploaded. Try to put all components of one project into a single, clearly labeled PDF that reviewers will be able to navigate easily. If digital work or public history is not a major component of the case, but more of a “bonus,” it should be included in the supplementary document discussed below instead so it does not overwhelm or confuse reviewers.
* Statement of multi-authorship, if applicable
* Supplemental materials – This is an optional PDF that could include (a) a statement of quality and impact for public/digital projects if they serve as important components of the portfolio, (b) reviews of your book(s), (c) public or digital work that adds to your case but is not a specific component of your P&T, (d) other materials that you think meaningfully support your case.

NOTE: In most cases, it is best to put all supplemental materials into a single, clearly organized and labeled PDF. Please also do not feel pressure to include lots of supplemental materials. The only required piece here is the statement of quality *if* a major component of your case is based on a digital or public history project.

**Second Upload – August**

These are materials that will be available to internal reviews, in addition to all previous documents. NOTE: Just before the second upload, FIS will load SPOT data for you.

FIS has places for:

* Annual review results – These are your annual evaluation letters from the DAC for each year under review, you can find them on FIS workflow.
* Evidence of mentoring support (only when applying for tenure, not for promotion to full) – This should be a description of any formal and informal mentorship received at UNT, from individuals, the department, the college, or the university. This may include events attended, meetings, lunches, advice, teaching observations, mentorship when navigating new service roles, or anything else that supports the idea you have received support during your time at UNT.
* Reappointment reviews (only applies for tenure, not for promotion to full)
* Remaining unit-supporting documentation – our department does not require anything additional here, leave blank.