



## T&P Portfolio Checklist for the Abbreviated File

Fall 2015 Tenure & Promotion Workshop  
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As stated on the Academic Labor Relations site:

**“(T)he abbreviated file has very specific requirements and must meet those requirements to be accepted from the faculty member. The abbreviated file must be in a file folder labeled with the person’s name, college, department, and type of review (2nd, 4th, 6th , type of promotion or other mandated review). The material in the folder must contain the following items and in the sequence listed below (reverse chronological order).”**

[http://www.wmich.edu/sites/default/files/attachments/u108/2015/wmu-tenure-promotion-checklist.](http://www.wmich.edu/sites/default/files/attachments/u108/2015/wmu-tenure-promotion-checklist.pdf)

pdf

- Cover sheet
- Checklist (a form that contains this section as well as sections for reviewers)
- Letter from the Dean for current review
- Letter from the Chair/Director for current review
- Letter from the Department Tenure or Promotion Committee for current review
- Copies of all DTC, DPC, Chair/Director, CPC and Dean letters from previous related reviews
- Focused personal statement (if available)
- Up-to-date curriculum vitae
- Documentation
  - Summary of student ratings (should be comprehensive)
  - Copy of student rating form
  - Other material (e.g., student comments; materials addressing conditions from previous reviews; letters of recognition/awards; notification of grant/contracts)