

Checklist of Supporting Documentation for Prior Approval Requests

Tenured Positions

(Associate and Full Professors)

Faculty candidates for Associate Professor or Professor with tenure must go through the College's Ad Hoc Tenure Assessment at the time that the department or school is putting together the candidate's PAR. Materials required for the review can be found on the [Ad Hoc Tenure Assessment Checklist](#).

- Signed printout of PAR
- Dean's tenure assessment/statement (signed original)
- Department Chair's tenure assessment/statement (signed original)
 - For tenured faculty, the letter from the Chair and/or Director should detail the strengths of the faculty candidate and why hiring this individual is necessary. This must be a signed, original document on university letterhead, and it must include the BC vote on tenure.
- Curriculum Vitae (current CV)
- Candidate's Research and Teaching Statements (if received during recruitment process)
- Teaching Assessment (signed original)
 - List of courses the candidate is likely to teach over the next three years and how these courses enhance the programmatic priorities of the department and college. Include evidence of the candidate's teaching effectiveness and describe the assessment process. If the candidate has not previously taught, give additional information such as describing the proactive strategy the department will use to ensure success.
- Sample Solicitation Letter
- 5 original, signed reference letters
 - If letter was sent as an attachment to an email, copy of that email must accompany PAR packet and email **MUST BE SENT BY LETTER'S WRITER**, not an assistant.
 - At least 5 references must be from outside UT and of those 4 must be independent (i.e., did not serve on dissertation committee or as a co-author)
- Primary Language Determination Form
- Copy of any funding commitments approved by the Provost's Office (if applicable)
- Appointment Process Summary
- Interfolio EEO Report
- Job posting from Interfolio or a Posting Waiver
- Applicant Screening Questions for hires not done via Interfolio or with a posting waiver
- Tenure and tenure-track faculty demographic report (from COGNOS Faculty Demographics Cube)
- Provisional or contingent offer that was previously issued to the candidate (if applicable)
- DRAFT offer letter
- Recommendation for TT/TN form (BC vote)
- AAU Waiver request information (REQUIRED if PAR has not been FINAL approved before May 1st)¹
- All other documents/relevant info. (including documentation of funding agreements and arrangements)

I have reviewed the PAR packet and by initialing below certify that I have, to the best of my abilities, placed all the required documents in the order listed above.

Creator's Initials _____ Date _____

2nd Level Dept Approver _____ Date _____

(if you electronically approve the document, please, review the PAR packet too)

¹ As member of the [Association of American Universities](#), The University of Texas has agreed that if a formal offer will be made after May 1 to a faculty candidate who is already a tenured or tenure-track faculty member at another institution, it is required that our Provost notify the Provost of that faculty candidate's home institution informing them our intentions to hire that person. A memo from the Dean of the hiring college to the UT Provost including the reasons for why the recruitment is happening at a late date should be included in the PAR. Only after the home institution of the faculty candidate has responded to the UT Provost's Office notification or five business days has lapsed since our notification went out will the PAR be Accepted.