

**ALABAMA A&M UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS**

**CHECKLIST/QUALIFICATIONS FOR PROMOTION AND/OR TENURE FOR
ASSISTANT PROFESSOR**

Nominee _____

Discipline _____

PROMOTION _____

TENURE _____

(Check One)

ITEM RESPONSE		YES	NO
1.	Letter of application by candidate		
2.	Letters of recommendation or comments from immediate supervisor(s), department and school review committee(s) and dean		
3.	Current curriculum vita		
4.	Annual performance evaluations (from previous three years only)		
5.	Should have an earned doctorate or must have a master's degree in the area of specialization from a recognized accredited institution		
6.	Must have completed five (5) years of service at AAMU *		
7.	Must have four years successful teaching, research or related experience in the area of specialization at the college or university level *		

Maximum Points

8.	Membership in learned society(ies) in area of specialization		
	A. Current member only	5	
	B. Active, attending meetings	10	
9.	Papers/presentations at local, state, regional, national, or international meeting	10	
10.	Publication/research or other scholarly activities	10	
11.	Honors and awards (professionally related only)	10	
12.	Meritorious service - University and Community	10	
13.	Demonstrated:		
	A. Teaching competence	25	
	B. Scholarly or professional performance	20	

Recommended _____

Not Recommended _____

Comments _____

Evaluator's Signature _____ Date _____

* *Verified by Academic Affairs*