

University of Tennessee Health Science Center
2026 PROMOTION AND TENURE CHECKLIST and
Summary of FINAL PROBATIONARY REVIEW of Tenure-Track Faculty

Form 5

Name: _____ Preferred First Name: _____

Recommended for: ☐ Tenure ☐ Promotion to Rank: _____

Tenure Status ☐ On Tenure Track ☐ Tenured ☐ Not Eligible for Tenure

Tenure Review Date: _____
Date Tenure Awarded: _____
Reason Not Eligible: _____

Department _____ College _____
Division Chief Name _____ Highest Degree _____
Last Name, First Name _____
Personnel ID# _____ UTHSC Email Address _____
Home Street Address _____
Home City _____ State: _____ Zip Code: _____

First UTHSC Appointment IRIS Date: _____ Rank _____
Current UTHSC Appointment IRIS Date: _____ Rank _____
Total # of Years as UTHSC Faculty _____ Total # of Years as Faculty Anywhere _____
Years in Present Rank at UTHSC _____ **NOTE: For AFSA Use Only.**

Committee Votes

PROMOTION VOTES & METRIC GRID SCORE

Department ¹	# Yes _____	# No _____	# Abstained _____	# Recused _____	# Ineligible _____	Metric Score _____
College ¹	# Yes _____	# No _____	# Abstained _____	# Recused _____	# Ineligible _____	Metric Score _____

Comments _____

Committee Votes

TENURE VOTES

Department ¹	# Yes _____	# No _____	# Abstained _____	# Recused _____	# Ineligible _____
College ¹	# Yes _____	# No _____	# Abstained _____	# Recused _____	# Ineligible _____

Comments _____

ATTACHMENTS (in order as below)

<input type="checkbox"/> Dean's Letter (with justification statement required if early promotion and/or tenure)	<input type="checkbox"/> Current CV (in UTHSC format)
<input type="checkbox"/> College Committee Letter (indicate if dissenting report is to be included); Form 10 required	<input type="checkbox"/> Annual Reviews (faculty and evaluator narrative; faculty response, if any). Tenure Rec: all since appt to tenure-track. Promo Rec: all that are relevant to the period related to this promotion (a period generally not longer than five years) for tenured or tenure-track faculty.
<input type="checkbox"/> Chair's Letter (with justification statement required if early promotion and/or tenure)	<input type="checkbox"/> Peer Review of Teaching. Tenure Rec: required. Promo Rec: only if required by college.
<input type="checkbox"/> Department Committee Letter, if applicable (indicate if dissenting report is to be included); Form 10 required	<input type="checkbox"/> Initial Appointment and Reappointment Letters (with salary obscured). Tenure Rec: all since appt to tenure-track.
<input type="checkbox"/> Letters of Evaluation (required # of internal and external by recommendation)	<input type="checkbox"/> Interim Probationary Review for Tenure (if tenure recommendation)

Form Prepared By (type full name) _____

Phone # _____

Date Prepared _____

¹ Indicate number of positive and negative recommendations as well as number of abstentions, recusals, and ineligible to vote committee members. If no departmental or college committee was convened, include reason in the relevant comment box.