

2018-19 Checklist for Multi-year Renewal Cases

Multi-year Renewal Candidate Name:			
Please initial one of the two sections before proceeding.			Initial
The dean supports renewal	APA form and draft letter have been submitted to the provost's office.	Please initial here if the dean supports renewal.	
The dean does not support renewal	In addition to submitting the APA form and the draft letter, please confirm the date and time of the phone call/meeting between the dean and the vice provost for academic personnel which has already taken place.	Date: _____ Time: _____	
Instructions: For each case, please check off the following items in consultation with the appropriate Process Guide found at https://provost.asu.edu/promotion_tenure. In the sections below, please initial or write "N/A" for each line. Checklists should be saved as PDFs with bookmarks (not PDF portfolios). Naming convention: COLLEGE-MYRenewalChecklists-20xx-xx.			
Section	Check That:	Examples/Notes	Initial
1	All sections	No font or Adobe EchoSign or Adobe Certificate signatures were used on signed documents.	
2	All sections	All pdfs are unprotected and unlocked.	
3	All sections	All pages are readable upon initial view and when printed.	
4	File Name	All files use the naming convention COLLEGE-UNIT-LastnameFirstName-MYRenewal-20xx-xx.	
5	Document form for positive cases	Each positive renewal case is a single 2-page PDF document which contains an APA form a draft letter.	

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Section		Check That:	Examples/Notes	Initial
6	Document form for negative cases	Each APA form is a single PDF document, and each draft letter is a Word document.		
7	APA Form	Candidate name matches name in PeopleSoft record.	If candidate uses a nickname, include nickname in parentheses after full name. Example: DeRocks, Scott (Shawn) or Scott (Shawn) DeRocks.	
8	APA Form	The form is in PDF format.		
9	APA Form	Candidate ASU ID is correct.	Verify ASU ID in Peoplesoft.	
10	APA Form	College and unit are correct and are spelled out.	No abbreviations for college or unit. Names of units change, and in years to come, no one will remember what today's acronyms stand for.	
11	APA Form	Title is correct and is spelled out; use ACD titles only.	No admin titles--just academic ranks. If a previous level added "director," for example, please remove it. Absolutely no working titles.	
12	APA Form	Correct academic unit is listed and is spelled out.	Just list the academic unit where the criteria reside; do not list the individual's sub-specialty. If a previous level added extra information to the form, please remove it.	

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Section	Check That:	Examples/Notes	Initial
13	APA Form	"Track Start Date" field is empty.	
14	APA Form	Last Academic Personnel Action year (20xx-20xx) is accurate.	
15	APA Form	If the individual is going up for promotion as well as renewal, please check the "two actions" box.	
16	APA Form	Signers' names are printed and recommendations are clearly marked.	
17	APA Form	A signature and a date are included for each level of internal review.	
18	All dean's draft letters	The letter is accurate regarding the type of appointment (fiscal versus academic year).	
19	All dean's draft letters	The letter is addressed to the individual.	

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20	All dean's draft letters	The letter is post-dated for the date in mid-May that the university has set for all decision notifications.	Exceptions to this require approval by the provost's office.	
21	All dean's draft letters	The vice provost's name and title are correct.		
22	Dean's draft "intent to renew" letter	The letter is in PDF format.		
23	Dean's draft "intent to renew" letter	Since a lot can happen in the year before the new appointment begins, the letter includes the usual disclaimer language.	For example: "The renewal of your three-year appointment is contingent upon the availability of funds, your satisfactory performance, and the needs of the university."	
24	Dean's draft "intent to renew" letter	The letter has a cc line for the vice provost for academic personnel.		
25	Dean's draft nonrenewal letter	The letter is in Word format.	The provost's office may make changes to the letter.	
26	Dean's draft nonrenewal letter	The letter has the dean's electronic signature.		
27	Dean's draft nonrenewal letter	The letter has a signature line for the vice provost for academic personnel.	The final decision to nonrenew resides at the university level.	

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Section	Check That:	Examples/Notes	Initial
28	Summary of Multi-year Renewal Decisions The candidate is listed on the Summary of Multi-year Renewal Decisions.	The pdf of the summary document should be uploaded on the share drive at the same time as the case materials.	
29	Summary of Multi-year Renewal Decisions The provost office form is used and is saved as a PDF.	Please don't change the spreadsheet columns or format. Upload a PDF of the spreadsheet separately in portrait format; naming convention: COLLEGE-SummaryofMultiYearDecisions-20xx-xx.	

I have reviewed the checklist and initialed each of the items as reviewed and completed:

Printed Name

Signature

Date