**DOCUMENTATION OF TENURE-RELEVANT INFORMATION**

**If a faculty member is applying for tenure, then the application should already include documentation of the tenure-relevant areas. Include a separate file/section in which the candidate addresses the five areas evaluated for tenure in two to four pages. It is not necessary to repeat the information already documented in the application, but the candidate can cite specific accomplishments or provide commentary to support each area. This facilitates evaluation of the candidate by the P&T Committee.**

***1.* Quality of Teaching:** Candidate demonstrates that he or she is an accomplished teacher through knowledge of the subject matter, use of varied pedagogical tools, meeting teaching obligations, mentoring students, completing educational administrative responsibilities. *Include: evidence of high standards of teaching through evaluations by students, peer-review of teaching evaluation, and evidence of improvement.*

***2.* Education and experience.** Candidate provides evidence of continuing education by attending professional meetings, developing new skills, collaborating with colleagues, etc. *Include: evidence of continual education in areas of proficiency, evidence of developing expertise, evidence of disseminating skills and experience.*

***3.* Professional achievement and scholarship.** Candidate demonstrates a consistent, sustained high quality portfolio of publications and other scholarly work. *Include: evidence of professional achievement and scholarship external to MUSM.*

***4.* Group Efforts, Cooperation with Colleagues and Collegiality*.*** Candidate demonstrates potential for continued positive contribution to overall institutional needs and effectiveness in interpersonal relationships. *Include: evidence of participation in group efforts and evidence of cooperation with colleagues and collegiality.*

***5.* Professional responsibility and service to the school and community.** Candidate demonstrates highest levels of integrity including professional ethics, cooperativeness, resourcefulness and responsibility. *Include: Evidence of responsibility and service to school; Evidence of responsibility and service to university.*