**T and P/CPE Check list-**

In **Digital Measures** the T and P or CPE candidate is responsible for:

* CV Upload
	+ *Activities>Manage Activities>Administrative Data>Personal and Contact Information (at the bottom of the screen)*
* Statements on Teaching, Research, and Service (optional for CPE)
	+ *Activities>Manage Activities>Administrative Data> Statements*
* All Annual Reviews for the period under review: If any are missing, you need to get a letter from your chair/program director or dean explaining why it is missing and upload it to the missing year.
	+ *Activities>Manage Activities>Administrative Data>Annual Review*
* Upload Student Feedback Surveys that include student comments. If any are missing, you need to get a letter from your chair/program director or dean explaining why it is missing and upload it to the missing year
	+ *Activities>Manage Activities>Teaching>Scheduled Teaching*
* Fill in the scores for the period under review (no more than the past six years) for the required five questions on SFS survey on each course page. DM will generate the chart in the report.
	+ *Activities>Manage Activities>Teaching>Scheduled Teaching*
* Peer Observation Forms: if you are coming up for tenure and promotion, you need two official peer observations. One before your 3rd year review and one after. If you are coming up for promotion to full, you need one official peer observation done in the past two years. This is specified in HOP.
	+ *Activities>Manage Activities>Teaching>Peer Observations*

In **WorkFlow,** the T and P and CPE candidate is responsible for:

1. Please click on the dossier and download. Make sure it captures what you want. If anything is left off, verify that you have entered it in Digital Measures. If you have entered it, check the date you entered for the item. It must fall between the dates set for T and P. If the date falls outside of the parameters set, you will have to adjust it to fall within the dates for T and P or CPE.
2. The T and P Candidate uploads:
* Departmental Guidelines
* College Guidelines
1. The T and P Candidate pastes their supplementary index in the text box if they have a supplementary folder. (not necessary for CPE)
2. The T and P Candidate puts in the box link to their supplementary materials in the space provided. Make sure that you have the right “share” setting so that committee members are able to view your supplementary documents.
3. T and P along with **CPE** need to “refresh” the dossier in workflow right before submission if any changes have been made in DM that should be included in the dossier. Click on the “Refresh” box. Please verify the dossier (download it) is as you want it and it contains everything required and that you need entered.

In **WorkFlow,** for T and P, the Admin/ACTP chair/ or Chair is responsible for:

* Verify the dossier is complete. If there are any missing documents, send back to the candidate. This applies to T and P and CPE.
* Unredacted External Letter upload (not for CPE)
* External Letter Writer Bio/short vita (not for CPE)
* The ACTP committee chair and the department chair or program director:
	+ Enter the narrative evaluation/s for their level
	+ Enter the vote/s for their respective level
* For CPE, Chairs/Program directors follow department procedure and fills out the CPE Report, with the appropriate category of the four categories (unsatisfactory, meets, exceeds, etc.)

In **WorkFlow,** for T and P, the ACTP, CCTP, and UCTP chair is responsible for:

* Entering the committee vote- remember all abstentions must have an explanation.
* Entering the committee’s evaluation narrative