

Case statement (including department vote by name, with an "as of" date for the vote tally.)

Department vote

"As of" date

Name	In Favor	Opposed	Abstain	No Vote Submitted	On Leave?
First Name, Last Name				X	Yes
First Name, Last Name	X				No
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X		X		
First Name, Last Name		X			
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
First Name, Last Name	X				
TOTAL	10	1	1	1	

CV, including a bibliography

- Note: Candidates who opted in Spring 2020, Spring 2021, and/or Spring 2022 for an extension of their associate review clock due to the COVID-19 pandemic and/or parental leave and/or have thereafter extended their clock due to medical leave and/or parental leave, may include the following language in their c.v.s, if they wish:
 - "Harvard's Faculty of Arts and Sciences grants appointment extensions and teaching relief to tenure-track faculty, in keeping with its policies related to the COVID-19 pandemic, medical leave, and parental leave. Accordingly, Harvard delayed my associate review by [INSERT NUMBER OF YEARS OR, IF LESS THAN ONE YEAR, NUMBER OF MONTHS] [INCLUDE IF APPROPRIATE: and gave me [INSERT NUMBER] course[s] of teaching relief."

Teaching/advising/mentoring statement describing the candidate's philosophy and practices as well as their approach to creating a learning environment in which students are encouraged to ask questions and share their ideas.

Research statement

Statement on publications overlap and joint authorship

Service statement describing efforts to strengthen academic communities

Divisional/SEAS associate dean's letter notifying the department of the candidate's upcoming review for promotion.

Divisional/SEAS associate dean's letter notifying the candidate of the official start to their review for promotion.

Summary teaching chart indicating any semesters on leave

List of teaching awards (if applicable)

List of advisees and mentees

- A list of past and present undergraduate, graduate, and (as relevant) postdoctoral advisees and mentees (including those who have moved to another research group) and informal advisees and mentees may also be included

Representative course syllabus

Representative course syllabus

Representative course syllabus

Initial inquiry letter, if applicable (including documentation of any initial inquiries conducted by telephone) and all replies

A copy of the [review letter](#) soliciting external evaluations

A copy of the solicitation letter, if any, for letter writers who were collaborators or mentors

A list ([see Sample Table](#)) of all people to whom the review letter or solicitation letter was sent, indicating who did and did not reply

External letter 1

External letter 2

External letter 3

External letter 4

External letter 5

External decline 1

External decline 2

Collaborator/mentor letter 1

Collaborator/mentor decline 1

Reference letter 1

- Any additional evaluation letters from the candidate's graduate or postdoctoral advisors.

Reference letter 2

- Any additional evaluation letters from the candidate's graduate or postdoctoral advisors.

List of current and pending funding (as applicable)

Chair communications to candidate

- Any written communications from the department chair to the candidate, on behalf of the review committee, seeking clarification on the candidate's materials ([as per Step 6 in the "Steps" table for promotion to associate professor](#)), and the candidate's written responses.

Draft feedback letter to candidate

- A [draft of the department chair's letter](#) to the candidate, informing the candidate of the outcome of the review, providing constructive feedback, and assessing the candidate's strengths and weaknesses with regard to the candidate's potential for eventual tenure.