



**TFR/AFR CHECKLIST**

Faculty Member Name: \_\_\_\_\_

Department: \_\_\_\_\_

*Submit: One ELECTRONIC COPY (.pdf searchable with bookmarks) by email to [jennifer.allie@hsc.utah.edu](mailto:jennifer.allie@hsc.utah.edu) no later than the last Monday of December*

<b>STAGE 1</b>	
	1. Recommendation letter signed by the Department Chair and Faculty Member acknowledging the Committee's recommendation
	2. TFR Committee Recommendation – Select one: a. Satisfactory b. Needs Improvement c. Unsatisfactory
	3. Updated CV – Current to date
	4. If this is the <b>first</b> TFR since the award of tenure, include a copy of the CV from the tenure review.
<b>STAGE 2</b>	
	1. Recommendation letter signed by the Department Chair and Faculty Member acknowledging the Committee's recommendation
	2. TFR Committee Recommendation – Select one: a. Satisfactory b. Needs Improvement c. Unsatisfactory
	3. Student Advisory Committee minutes a. List members
	4. Letters of evaluation, do not solicit more than eight letters: a. 3 internal letters - required b. 3 external letters - required
	5. Waiver Form
	6. Current CV and Bibliography

If you have questions, please call 801-587-7882

Date submitted to Faculty and Academic Affairs: \_\_\_\_\_

Approved by: \_\_\_\_\_

**INCOMPLETE FILES WILL BE RETURNED TO THE DEPARTMENT FOR CORRECTIONS**