



UNIVERSITY OF  
NOTRE DAME

College of Arts & Letters  
Department of Political Science

217 O'Shaughnessy Hall  
Notre Dame, IN  
46556-5639 USA

Telephone: (574) 631-7472  
Facsimile: (574) 631-4405

**Candidate Renewal Deadlines**  
**Last Updated: August 2007**

*If the date the material is due falls on a weekend, the required material is due on the Monday after the due date.*

**Renewal Deadlines:**  
**September 1<sup>st</sup>**

The candidate emails the following to the chair and the sr. administrative assistant:

1. An updated vita (*no staples*) following the new guidelines issued by the Provost's office (July 2007) Do NOT follow the Form P vita format. The Form P will be updated by the Provost's office (date TBD). Updated vita format found at:  
[http://politicalscience.nd.edu/faculty/resources/documents/UPDATEDFormatforCV\\_provost2007.pdf](http://politicalscience.nd.edu/faculty/resources/documents/UPDATEDFormatforCV_provost2007.pdf)
2. A personal statement which follows the formatting listed on the Renewal/Promotion and Tenure Cases Checklist which can be found at <http://www.nd.edu/~aldean/> (1-inch margins, 12-point Times New Roman Font, 5-page maximum, *no staples*).

The candidate submits in person the following material:

1. A completed Form P including the second page which can be found at [http://provost.nd.edu/academic-resources-and-information/pdfs/form\\_p.pdf](http://provost.nd.edu/academic-resources-and-information/pdfs/form_p.pdf)
2. Syllabi for all courses taught (*no staples*).
3. Scholarly Work (*no staples*).
  - a. Published work
  - b. Unpublished work under review
  - c. Working papers of particular significance.

Follow the Guide "Reappointment, Promotion and Tenure Instructions and Guide for Candidates and Departmental Committees" Prepared by the Office of the Provost (Revised July 2007).

Found at: <http://politicalscience.nd.edu/faculty/resources/documents/GuidelinesforPACfilesjuly2007.pdf>

Please read and refer to the Reference Guide for Arts and Letters Chairpersons and Faculty located <http://al.nd.edu/resources-for/faculty-and-staff/> under Section 44 entitled, "Required Material for Renewal and Promotion Packets." Also refer to "CAP Document" for the Department of Political Science which is the organization plan for the committee on promotions and appointments which is located at <http://politicalscience.nd.edu/faculty/resources/>. Any additional questions or clarifications regarding renewal should be directed to the chairperson.