**Full Name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Unit: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Year: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Review Type: **Post-Tenure and Promotion Concurrent Review**

**PROMOTION**

**Materials Checklist**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Sections*:

\_\_\_\_\_ 1. Promotion Checklist Form

\_\_\_\_\_ 2. Summary of Recommendation Form

\_\_\_\_\_ 3. Faculty Senate Approved Special Unit Criteria (*if applicable)*

\_\_\_\_\_ 4. Promotion/Tenure Comprehensive Activities Report

\_\_\_\_\_ 5. Self-Evaluation

\_\_\_\_\_ 6. Peer, Student and External Evaluations (use cover pages and/or bookmarks)

\_\_\_\_\_ Past evaluations. *\*If applicable, include the MOA from SWLER &*

*UNAC that granted extension to any request for delay/extensions of 4th*

*year/pre-tenure, or Promotion.*

\_\_\_\_\_ Copies of workloads for period of review.

\_\_\_\_\_ Student evaluation (IAS& eXplorance Blue) summaries.

\_\_\_\_\_ Peer evaluation of teaching, if available.

\_\_\_\_\_ Examples of course syllabi.

\_\_\_\_\_ Examples/evidence of research/creative activities.

\_\_\_\_\_ Letters or other external evaluations you have received concerning your

service activities

\_\_\_\_\_ Honors, citations and any other letters concerning your performance as a faculty member that you would like to include. Do not include here the letters requested by your dean or director; those go in Section 7.

\_\_\_\_\_ Letters of support; miscellaneous.

\_\_\_\_\_ 7. a) Curriculum Vitae

\_\_\_\_\_ b) External Review Letters *(if requested by your dean, director or designee for*

*review)*

\_\_\_\_\_ 8. Unit Peer Committee Recommendation

\_\_\_\_\_ 9. Dean/Director Recommendation

\_\_\_\_\_ 10. University-wide Faculty Review Committee Recommendation

\_\_\_\_\_ 11. Provost Recommendation

\_\_\_\_\_ 12. Chancellor Decision

**Summary of Recommendation Form**

**Faculty Senate Approved Special Unit Criteria (*if applicable)***

**Promotion Comprehensive Activities Report**

**Self-Evaluation**

**Peer, Student and External Evaluations**

**Past Evaluations**

**Copies of Workloads for Period of Review**

**Student Evaluation (IAS & eXplorance Blue) Summaries**

**Peer Evaluation of Teaching (if available)**

**Examples of Course Syllabi**

**Examples/Evidence of Research/Creative Activities**

**Letters or Other External Evaluations You Have Received Concerning Your Service Activities**

**Honors, Citations and Any Other Letters Concerning Your Performance as a Faculty Member That You Would Like to Include.**

Do not include here the letters requested by your dean or director; those go in Section 7.

**Letters of Support; Miscellaneous**

1. **Curriculum Vitae**
2. **External Review Letters *(if requested by your dean, director or designee for review)***

**Unit Peer Committee Recommendation**

***Promotion and Post-Tenure***

***CANDIDATE RESPONSE***

***to***

**UNIT-PEER COMMITTEE RECOMMENDATION**

***Promotion and Post-Tenure***

**DELETE THIS PAGE BEFORE FINALIZING YOUR FILE**

***USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN***

***MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.***

To: Dean and/or Director

From: (Insert Name)

Date: (insert date)

Re: Response to Unit-Peer Committee Recommendation On Promotion

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Printed Name***

*Provide additional documents regarding publications if needed.*

**Dean/Director Recommendation**

***Promotion and Post-Tenure***

***CANDIDATE RESPONSE***

***to***

**DEAN/DIRECTOR RECOMMENDATION**

***Promotion and Post-Tenure***

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***USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN***

***MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.***

To: University Wide Committee

From: (Insert Name)

Date: (insert date)

Re: Response to Dean and/or Director Recommendation On Promotion

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Printed Name***

*Use additional sheet(s) if necessary*

**University-Wide Faculty Review Committee Recommendation**

***Promotion and Post-Tenure***

***CANDIDATE RESPONSE***

***to***

**UNIVERSITY-WIDE REVIEW COMMITTEE RECOMMENDATION**

***Promotion and Post-Teure***

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***USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN***

***MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.***

To: Provost and Executive Vice Chancellor Anupma Prakash

From: (Insert Name)

Date: (insert date)

Re: Response to University-Wide Review Committee Recommendation On Promotion

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Printed Name***

*Use additional sheet(s) if necessary.*

**Provost Recommendation**

***Promotion***

***CANDIDATE RESPONSE***

***to***

**PROVOST’S RECOMMENDATION**

***Promotion***

**DELETE THIS PAGE BEFORE FINALIZING YOUR FILE**

***USE THIS RESPONSE LETTER TEMPLATE IF NOT CREATING YOUR OWN***

***MAKE SURE TO REMOVE HIGHLIGHTED SECTIONS BEFORE FINALIZING YOUR RESPONSE LETTER.***

To: Daniel M. White, Chancellor

From: (Insert Name)

Date: (insert date)

Re: Response to Provost Recommendation On Promotion

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature*** ***Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Printed Name***

*Use additional sheet(s) if necessary*

**Chancellor Decision**