

**Full Name:**

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

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

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

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

Review Type: **Promotion**

# 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 4<sup>th</sup> 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**



## **a) Curriculum Vitae**

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

## **Unit Peer Committee Recommendation**

*Promotion*

***CANDIDATE RESPONSE***  
***to***  
**UNIT-PEER COMMITTEE 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: Dean and/or Director

From: (Insert Name)

Date: (insert date)

Re: Response to Unit-Peer Committee Recommendation On Promotion

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*Signature*

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*Date*

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*Printed Name*

*Provide additional documents regarding publications if needed.*

## **Dean/Director Recommendation**

*Promotion*

***CANDIDATE RESPONSE***  
***to***  
**DEAN/DIRECTOR RECOMMENDATION**

*Promotion*

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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

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*Signature*

---

*Date*

---

*Printed Name*

*Use additional sheet(s) if necessary*



# **University-Wide Faculty Review Committee Recommendation**

*Promotion*

***CANDIDATE RESPONSE***  
***to***  
**UNIVERSITY-WIDE REVIEW COMMITTEE**  
**RECOMMENDATION**

*Promotion*

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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

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*Signature*

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*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

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*Signature*

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*Date*

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*Printed Name*

*Use additional sheet(s) if necessary*

# **Chancellor Decision**