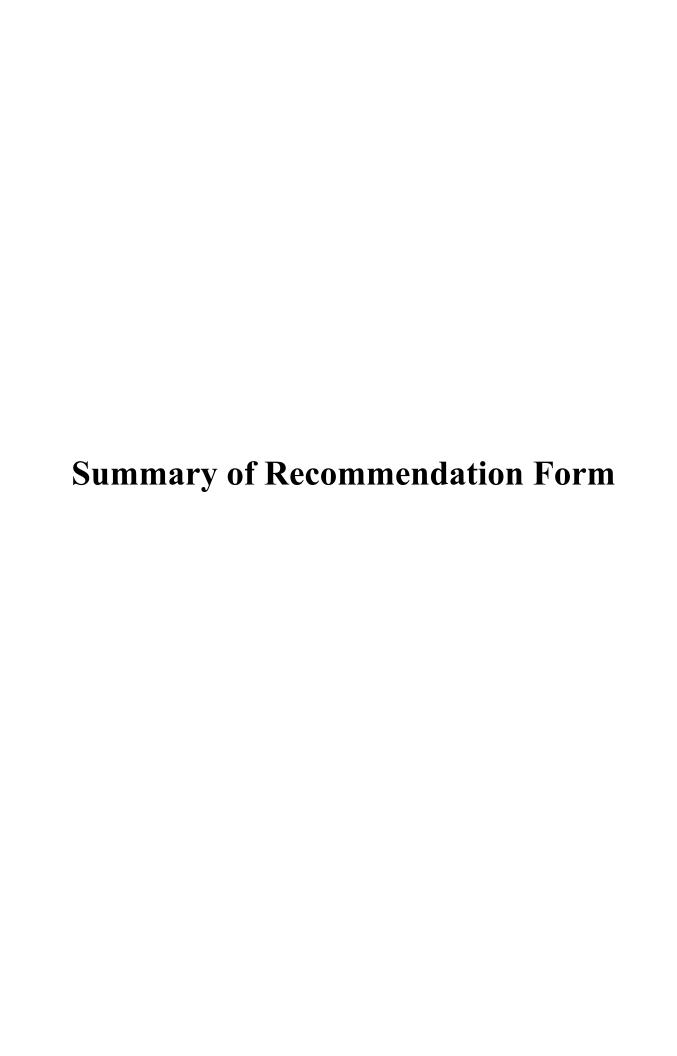
### **Full Name:**

Faculty Title:	
•	
Unit:	
Department:	
Year:	
Review Type: <b>Promotion</b>	

#### **PROMOTION**

#### **Materials Checklist**

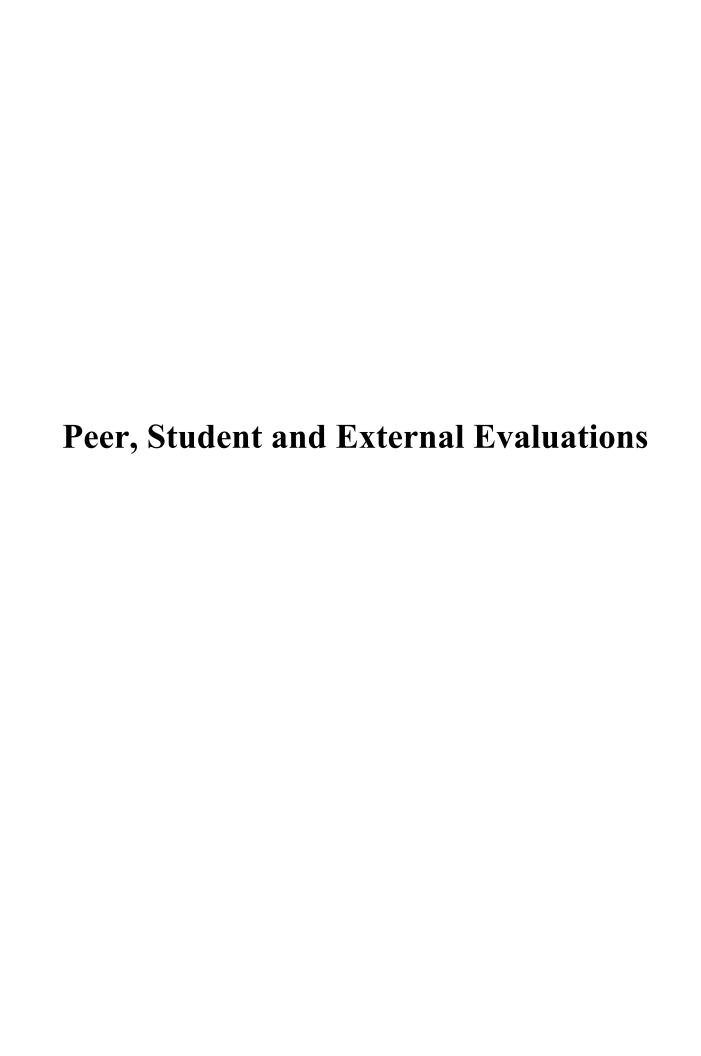
Name:	Department:
Sections:	
1.	Promotion Checklist Form
2.	Summary of Recommendation Form
3.	Faculty Senate Approved Special Unit Criteria (if applicable)
4.	Promotion/Tenure Comprehensive Activities Report
5.	Self-Evaluation
6.	Peer, Student and External Evaluations (use cover pages and/or bookmarks)  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

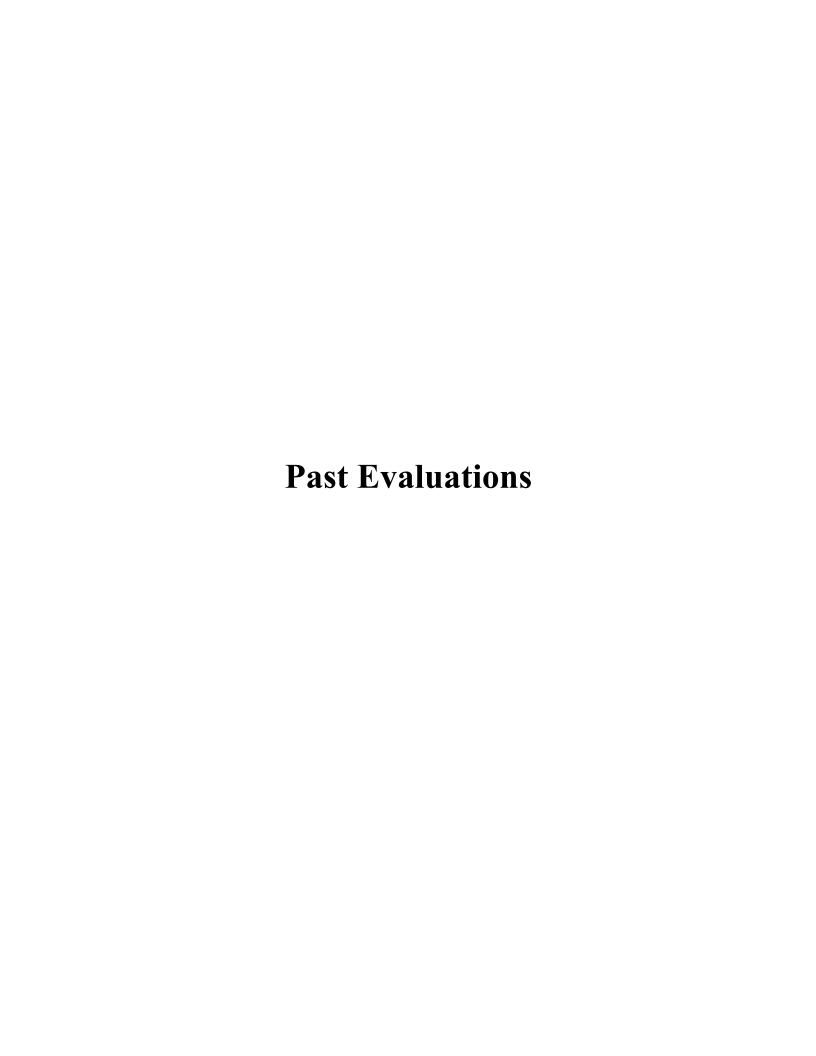


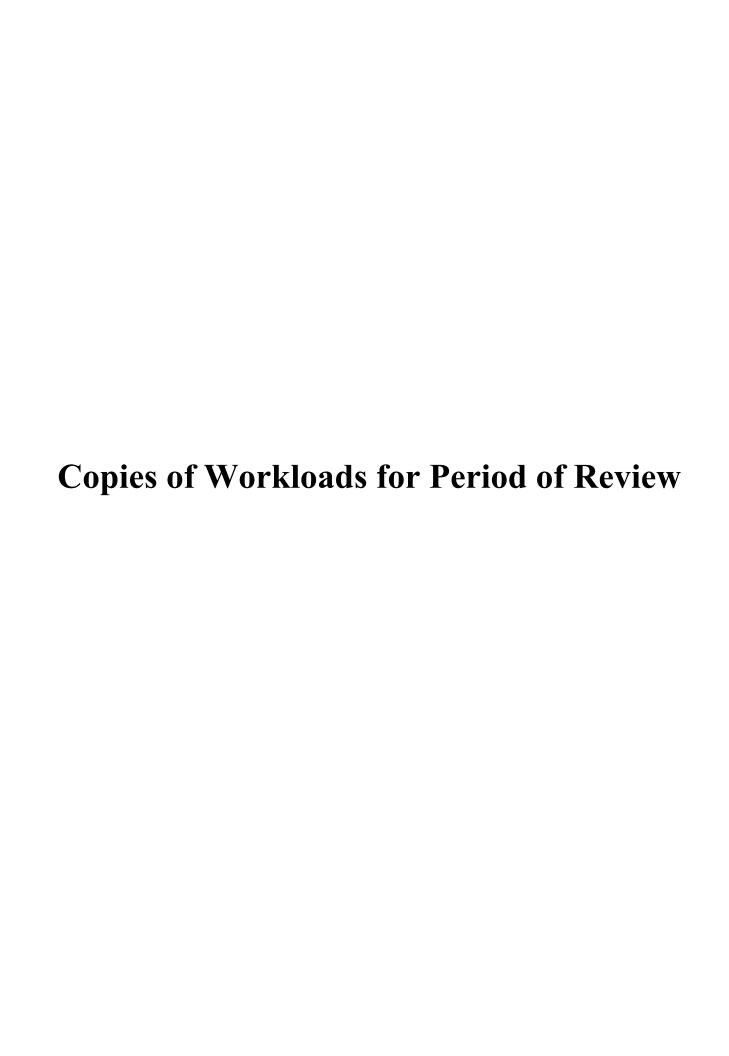
## Faculty Senate <u>Approved</u> Special Unit Criteria (*if applicable*)

## Promotion Comprehensive Activities Report

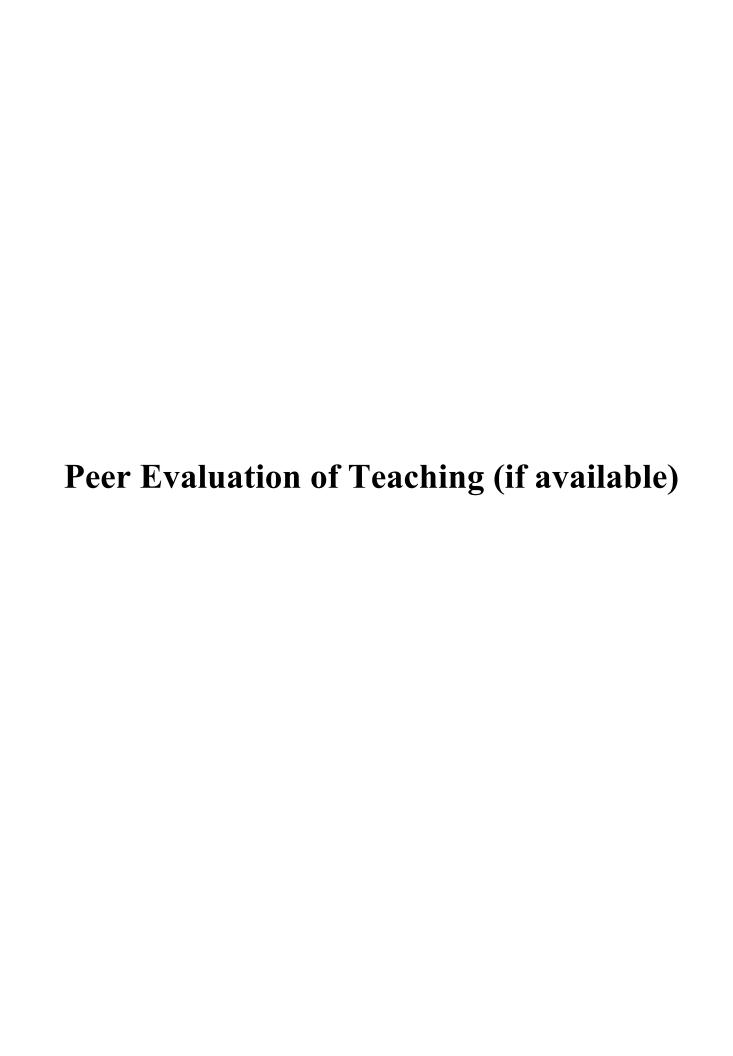


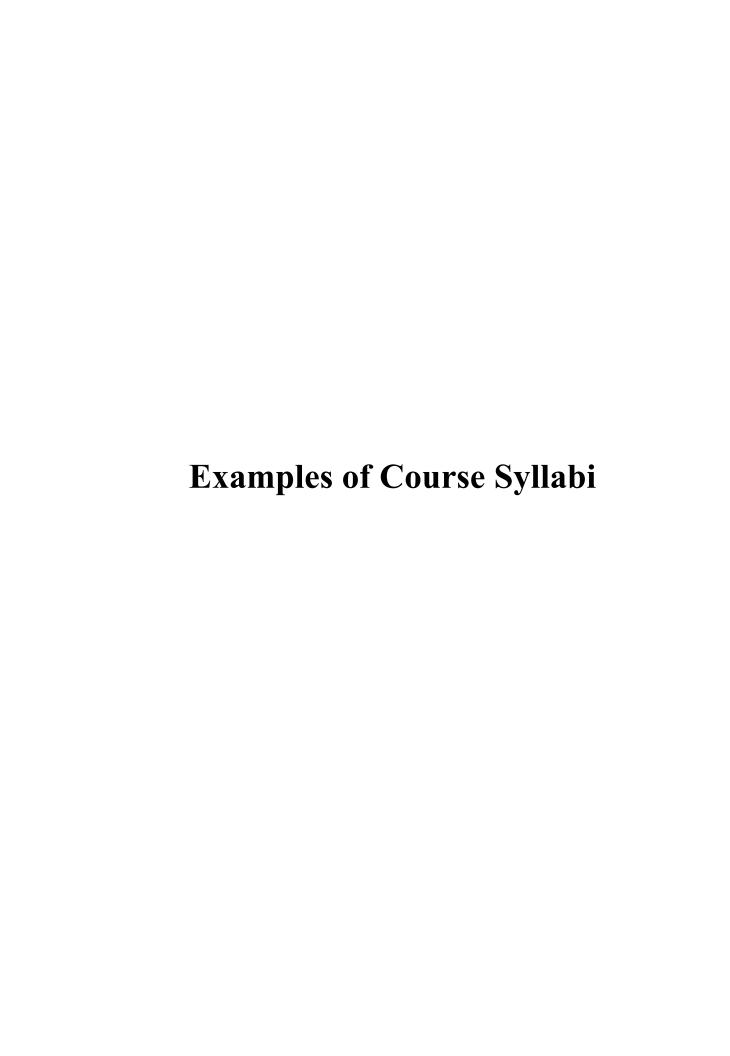






## Student Evaluation (IAS & eXplorance Blue) Summaries



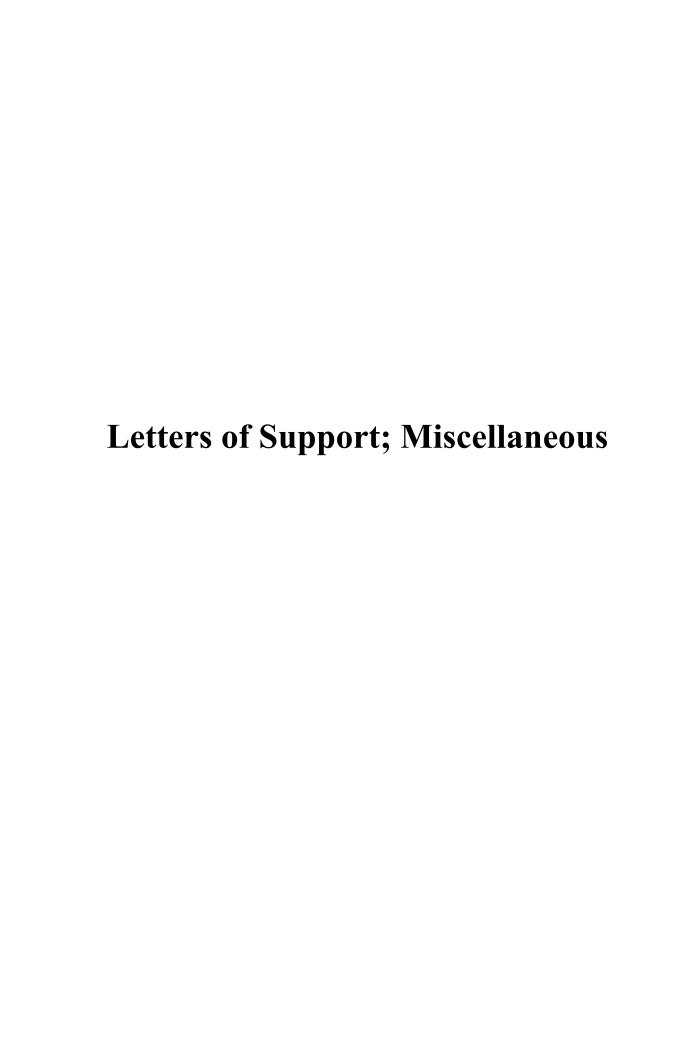


## **Examples/Evidence of Research/Creative**Activities

### 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 <u>not</u> include here the letters requested by your dean or director; those go in Section 7.



a	) Curriculum Vitae	

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



## CANDIDATE RESPONSE to UNIT-PEER COMMITTEE RECOMMENDATION

#### **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.



## CANDIDATE RESPONSE to DEAN/DIRECTOR 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.

То:	University Wide Committee		
From:	(Insert Name)		
Date:	(insert date)		
Re:	Response to Dean and/or Director	Recommendation On Promotion	
	Signature		
	Printed Name		
Use aa	lditional sheet(s) if necessary		

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

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

#### **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:	Provost and Executive Vice Chancellor Anupma Prakash		
From:	(Insert Name)		
Date:	(insert date)		
Re:	Response to University-Wide Rev	iew Committee Recommendation On Promotion	
	Signature	Date	
	Printed Name		
Use aa	lditional sheet(s) if necessary.		

Provost Recommenda	tion

#### CANDIDATE RESPONSE to PROVOST'S RECOMMENDATION

#### **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.

Го:	Daniel M. White, Chancellor			
From:	(Insert Name)			
Date:	(insert date)			
Re:	Response to Provost Recommendat	ion On Promotion		
	Signature		Date	
	Printed Name			
Use aa	lditional sheet(s) if necessary			

