COMMITTEE ON PROMOTION & TENURE
CHECKLIST

PROMOTION

Name ____________________________________

Department ______________________________

Promotion from ____________________________ to ___________________________

Appendix I (Form)  ______
Chair’s Letter  ______
Department CPT Letter  ______
Department CPT Membership  ______
Curriculum Vitae  ______
Position Description  ______
Percent of Effort forms  ______
SMHS Annual Performance Evaluations  ______
Statement of Teaching  ______
   Student Evaluations  ______
   Peer Evaluations  ______
   Administrative Evaluation  ______
Statement of Scholarly Activity  ______
Statement of Service  ______
External Evaluation (3 letters)  ______
Self-Evaluation  ______

Optional Materials
   Appendix  ______

Additional documents can be added as an appendix limited to five. Include only most important documents that demonstrate accomplishments.

Promotion from Instructor to Assistant Professor does not need 3 external letters and the statement of teaching, scholarly activity and service can be a combined statement no longer than two pages.

Please place this page in the front pocket of your dossier.