

**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.