

PROMOTION
COMMITTEE ON PROMOTION & TENURE
CHECKLIST

Name _____

Department _____

Promotion from _____ to _____

Appendix I (Form) _____

Chair's Letter _____

Department CPT Letter _____

Department CPT Membership _____

Curriculum Vitae _____

Position Description (actual description of job duties, NOT pg 2 of contract) _____

Percent Effort Forms (Pg 2 of contract) _____

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.

Please note: if your CV has a full citation listed for your publications or if you have your submitted/received grants listed, please do not include manuscript reprints or grant materials in the optional materials section in your dossier.

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.