

## PROMOTION COVER SHEET

Faculty Member's Name \_\_\_\_\_

Rank \_\_\_\_\_ College \_\_\_\_\_ Department/Unit \_\_\_\_\_

1. It has been determined that the faculty member meets the criteria for consideration for promotion.
2. Evaluation by departmental/unit faculty: out of a total of \_\_\_\_\_ qualified departmental/unit peers\*, \_\_\_\_\_ peers have submitted recommendations as follows (show total for each category):

Voting Category	Promote	Do Not Promote	Not Voting	Date and Initials of Committee Chairperson
Faculty				

The vote of the departmental/unit faculty shall be interpreted as follows: A majority vote for the option to promote or not to promote is required for either of the options to be presented as the recommendation of the faculty. Majority is to be determined by the majority of the qualified departmental/unit peers, not the majority of those voting.

3. Profile of recommendations at all levels (spaces provided on the right to be dated and initialed at each level):

Recommendation Category	Promote	Do Not Promote	Date and Initials
Departmental/Unit Chairperson			
College Dean			
Provost and Vice President for Academic Affairs			
President			

Enclosures (in order): Form P1, Form P2, Form P3, Forms P4, and P5 for each year since the faculty member was employed (maximum of four years), student evaluations (using an approved University instrument) for at least one term each year (in all classes) for each of the previous four years or since initial appointment, whichever is the shorter period, and grade distributions (showing the course average against the students' average) for the terms in which the submitted student evaluations were conducted, and, if available, letters from departmental/unit peers, letter from the departmental/unit chairperson, letter from the administrator to whom the faculty member immediately reports, if not the departmental/unit chairperson, letter(s) from advisees, and from individuals from outside the department/unit if used in the promotion evaluation.

*\*Complete list of peers qualified to vote must be attached.*