

## PROMOTION CONSIDERATION CHECK-OFF LIST

Name \_\_\_\_\_

Check-off list to determine whether faculty member meets the minimum requirements for consideration for promotion:

1. The faculty member holds a full-time appointment in one of the following academic ranks (see TTU Policy 206 - Faculty Promotion, Section V.)  
☐ a. instructor      ☐ b. assistant professor      ☐ c. associate professor
  
2. For promotion to assistant professor, the faculty member  
☐ has an earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area;  
☐ shows evidence of potential ability in teaching and/or research/scholarship and/or service/outreach;  
☐ shows evidence of good character, mature attitude, and professional integrity.

For promotion to associate professor, the faculty member

- ☐ has an earned doctorate or terminal degree from an accredited institution in the instructional discipline or related field;
- ☐ provides documented evidence of ability in teaching and/or research/scholarship/creative activity and/or service/outreach;
- ☐ provides documented evidence of high quality professional activity which may lead to national recognition in the academic discipline, and/or professional activity consonant with the goals of the University and of the academic department/unit to which the faculty member belongs;
- ☐ has completed five full academic years at the rank of assistant professor at the end of the academic year during which the faculty member is applying for promotion to associate professor;
- ☐ shows evidence of good character, mature attitude, and professional integrity.

For promotion to professor, the faculty member

- ☐ has an earned doctorate or terminal degree from an accredited institution in the instructional discipline or related field;
- ☐ provides documented evidence of teaching excellence and superior contribution to student development or superior research/scholarship/creative activity;
- ☐ provides documented evidence of sustained high quality professional productivity and national recognition in the academic discipline or sustained high quality professional productivity in the academic discipline that is consonant with the goals of the University and of the academic department/unit to which the faculty member belongs;
- ☐ has completed five full academic years at the rank of associate professor at the end of the academic year during which the faculty member is applying for promotion to full professor;
- ☐ shows evidence of good character, mature attitude, professional integrity, and a high degree of academic maturity and responsibility.

\_\_\_\_\_ The faculty member has indicated in writing that he/she wishes to be considered for promotion.

\_\_\_\_\_ Exceptions to the above minimum rank qualifications may be made by recommendation of the President. If this candidacy represents a request for promotion by exception, check this item.

Completed by \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_