

Checklist of Required Items for Promotion and Preferred Order in Dossier

Name: _____ Dept.: _____

Present Rank: _____ Proposed Rank: _____

Date of Employment: _____ Rank Assigned: _____

Vote of Peers: _____ Promote _____ Do Not Promote _____ Not Voting _____ Total

Number of Qualified Peers: _____ Committee Chairperson: _____

CHECK THAT THE CORRECT FORMS ARE USED: ONLY NEW POLICY FORMS ARE ACCEPTABLE. Forms can be found online.

_____ **Form P18 – Promotion Cover sheet** Dated and initialed _____ List of peers attached _____

_____ **Form P1 – Flow & Check-off List** Dated and initialed _____

_____ **Form P2 – Promotion Consideration Check-off List** Chair Signed _____

_____ **Form P3 – Promotion Data Sheet**- Please put student evaluations and grade distribution reports in chronological order, starting with the most recent.

Student Evaluations- include evaluations for all classes from at least one term each year for the last four years or since initial employment (whichever is the shorter period)

Dated: _____

Grade Distribution Reports- corresponding to the classes included in the student evaluations

Dated: _____

_____ **Form P4 – Agreement on Responsibilities**- from the last 4 years or since initial employment

Dated: _____

_____ **Form P5 – Faculty Annual Report**- from the last 4 years or since initial employment

Dated: _____

_____ **Form P6 – Letter to Eligible Faculty Member**

_____ **Letter from the Departmental Chairperson** in response to Form P8 (if such a letter was submitted to the promotion committee chair)

_____ **Letters from Off-campus evaluators** in response to Form P11
(At least 3 required for promotion to **Professor**; not required otherwise.)

_____ **Report on the dossier**- signed and dated by the Committee Chairperson (See item III.H. of the Promotion Procedures and Forms List and **Form P14**.)

_____ **Form P16 – Ballots** (The bottom portion of each ballot must be included.)

_____ **Summary of the discussion** at the meeting of the peers and compilation of the evaluations from the ballots
(See item III.K and Forms P16, P17, and P18)

_____ **Form P17 – Letter to Candidate Transmitting Vote**