**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**