# FACULTY PROMOTION CHECKLIST

**(For faculty hired after AY2013-2014)**

**CANDIDATE NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR PROMOTION TO: Assistant Professor Associate Professor Professor (circle)**

**GIVE THE DATE RANGES FOR TIME IN EACH RANK AT ROWAN (if applicable)**

**Instructor \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ Assistant Professor \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ Associate Professor \_\_\_\_\_\_\_ to \_\_\_\_\_\_**

**DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_COMMITTEE CHAIR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **PAGE** | **#** | **CHECKLIST ITEM** | **Chair**  **Initials** |
| **i** | **1.** | Checklist (this page) | **\_\_\_\_\_\_\_\_** |
| **\_1\_** | **2.** | Curriculum vitae | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **3.** | Executive Summary (max. four pages) | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **4.** | Courses Taught and Adjusted Load (past two years) | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **5.** | Teaching/Professional Performance: (max. seven pages)   * Self-appraisal of professional performance * Analysis of student evaluations (at least two from past two years) * Analysis of peer evaluations (at least two from past two years) * Plans for future growth | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **6.** | Scholarly/Creative Activity or Professional Development: (max. seven pages)   * Self-appraisal * External reviews (Promotion to Full Professor only) and responses * Plans for future growth | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **7.** | Service to the University Community and Wider & Professional Community: (max. seven pages)   * Self-appraisal * Plans for future growth | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **8.** | Departmental/Committee evaluation, numerical vote, and minority report (if necessary)  ENSURE THAT ALL SIGNATURES ARE PRESENT | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **9.** | Supplemental File (separate document)   * Table of contents * Approved Department Promotion Criteria * Job Description (from initial job posting; optional) * Student evaluations raw data (at least two from past two years) * Peer observations raw data (at least two from past two years) * Other materials (only as needed, not to exceed 10 pages) | **\_\_\_\_\_\_\_\_** |