**FORM 6**

**FACULTY PROMOTION CHECKLIST**

**CANDIDATE NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE HIRED \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**OFFICE / DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE EXT. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARTMENT PROMOTION**

**COMMITTEE CHAIR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE EXT.­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **PAGE** | **#** | **CHECKLIST ITEM** | **Chairperson****Initials** |
| **i** | **1.** | Checklist (this page)  |  |
| **\_1\_** | **2.** | Application Form |  |
| **\_\_\_** | **3.** | Curriculum vitae |  |
| **\_\_\_** | **4.** | Executive Summary |  |
| **\_\_\_** | **5.** | Job Description (from initial job posting) |  |
| **\_\_\_** | **6.** | Courses Taught and Adjusted Load (current review cycle) |  |
| **\_\_\_** | **7.** | Approved Department Promotion Criteria Document * Weight and interpretation of criteria
* Evaluation procedures
* Role of chairperson
* Definition of terminal degree
 |  |
| **\_\_\_** | **8.** | Teaching/Professional Performance:* Self-appraisal of professional performance
* Student evaluations (current cycle) and candidate’s responses
* Peer evaluations (current cycle) and candidate’s response
* Plans for future growth
 |  |
| **\_\_\_** | **9.** | Scholarly/Creative Activity or Professional Development* Self-appraisal
* External review (Promotion to Full Professor only) and responses
* Plans for future growth
 |  |
| **\_\_\_** | **10.** | Service to the University Community* Self-appraisal
* Plans for future growth
 |  |
| **\_\_\_** | **11.** | Service to the Wider and Professional Community* Self-appraisal
* Plans for future growth
 |  |
| **\_\_\_** | **12.** | Departmental/Committee evaluation, numerical vote, and minority report (if necessary)ENSURE THAT ALL SIGNATURES ARE PRESENT |  |
| **\_\_\_** | **13.** | Supplemental Folder (if needed).  |  |

**SUPPLEMENTAL FOLDER:** CANDIDATES MAY ALSO INCLUDE ONE (1) COPY OF ANY SUPPLEMENTAL DOCUMENTATION TO SUPPORT HIS/HER APPLICATION (PDF). THIS FILE WILL BE AT THE DISPOSAL OF EACH REVIEWING PARTY THROUGHOUT THE DELIBERATIONS PROCESS.