**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.