# PROMOTION CHECKLIST
## (Associate to Full)

## I. PROCESS FOR REVIEWING CANDIDACY *In year of triennial review (or in an off-year when a candidate wants her/his materials to be reviewed)*

**CANDIDATE RESPONSIBILITIES**:

February 25:  ___ (1) Submit Triennial Review materials as normal.
  • Submit updated c-v.
  • Update publication file  • Doublecheck data in teaching file (with Deb)

**CHAIR RESPONSIBILITIES:**

February:  ___ (1) Send memo about to full professors, asking them to review file
  (2) Schedule meeting of the full professors, sometime in April

April:  (1) Chair meeting where materials are considered for promotion
  (2) Record discussion
  (3) Draft letter; get full professor feedback
  (4) Give letter to candidate
  (5) Meet with candidate to discuss letter and career planning
  (6) In a triennial year, put official review letter in candidate's file
  *If a candidacy is nominated for promotion to full by a full professor or by self nomination*
  (6) Collect vote on the question: Is this candidacy ready to be put forth for promotion to full professor?
  (7) Include this vote result as part of discussion with candidate, who decides whether or not to proceed

## II. PROCESS FOR FORWARDING CANDIDACY

**CANDIDATE RESPONSIBILITIES**:

Late April:  ___ (1) Provide names of outside reviewers (2 people)
  ___ (2) Provide names of student reviewers (10 people)

Early May:  ___ (1) Submit up-to-date CV to Deb (which will be sent to reviewers)
  ___ (2) Verify that all your up-to-date scholarship is in your file
  ___ (3) Verify that your up-to-date teaching information is correct
  ___ (4) Meet with Chair to confirm process

August 15:  ___ (1) Submit Research Statement
  ___ (2) Submit Teaching Statement
  ___ (3) Submit Teaching Portfolio (optional but encouraged)
  ___ (4) If pertinent, submit up-to-date CV to Deb

**CHAIR RESPONSIBILITIES:**

Late April:  ___ (1) Collect names of reviewers and students from candidate
  ___ (2) Add 60 names to students (total 70 requests)
  ___ (3) Add 4 names to outside reviewers (invite 6 because 5 letters needed)
  ___ (4) Email reviewers
  (5) Have Administrative Assistant email students and

May:  ___ (1) Meet with candidate again to confirm process/materials
  ___ (2) Send out materials, along with letter from chair and Dept. Guidelines

Summer-Fall  ___ (1) Collect Promotion Dossier Documents
  ___ Proposal Form    ___ Teaching data (# courses, IAS scores, etc)
  ___ Cover Sheet    ___ Third Year and Annual Review Letters
  ___ Dept. P&T Document    ___ Teaching Evaluation Letters
  ___ Candidate CV

        \_\_\_ (2) Draft Chair's Summary of Teaching
        \_\_\_ (3) Draft Chair's Summary of Research
        \_\_\_ (4) Draft Chair's Summary of Service

August        \_\_\_ (1) Collect Student Letters
        \_\_\_ (2) Collect Reviewer Letters
        \_\_\_ (3) Collect Teaching/Research Statements from Candidate
        \_\_\_ (4) Revise Summary Drafts, using the above information
        \_\_\_ (5) Send Memo and Make Dossier available to Full Professors

September    \_\_\_ (1) Hold Meeting of Full Professors for Discussion and Vote on Question:
                 Do you support this candidacy for promotion to full professor?
        \_\_\_ (2) Collect letters from faculty by 9/25
        \_\_\_ (3) Finalize Department Chair Summary of Case, based on discussion of Full Profs
        \_\_\_ (4) Submit Complete Dossier to Dean

| DOSSIER CHECKLIST (2007-08) | | | |
|---|---|---|---|
| Key:<br>**R=Required**<br>O=Optional<br>N=Not Requested | **Case Type** | | |
| **Preparer; Item** | Regular | Participating | Emeritus |
| **CHAIR:** Proposal Form | **R** | N | N |
| **CHAIR:** Cover Sheet | N | **R** | **R** |
| **COMMITTEE CHAIR:** Local (Area/College) Committee Recommendation | **R** | **R** | **R** |
| **DEAN:** Dean's Summary with Recommendation | **R** | **R** | **R** |
| **CHAIR:** Table of Contents and Persons who Prepared Dossier | **R** | O | O |
| **CHAIR:** Department or College Norms, if specified | **R** | **R** | **R** |
| √ **CANDIDATE:** Candidate Curriculum Vitae (current work first) | **R** | **R** | **R** |
| **CHAIR:** Department Chair's Summary | **R** | **R** | **R** |
| **CHAIR:** Third Year and Annual Reviews | **R** | O | O |
| **CHAIR:** Teaching Evaluation | **R** | **R** | **R** |
| √ **CANDIDATE:** Candidate Statement on Teaching | **R** | **R** | O |
| **CHAIR:** Scholarship Evaluation | **R** | O | **R** |
| √ **CANDIDATE:** Candidate's Program of Research | **R** | O | O |
| **CHAIR:** Service Evaluation | **R** | **R** | **R** |
| **CHAIR:** Faculty Letters | **R** | **R** | **R** |
| **CHAIR:** Student Letters | **R** | O | N |
| **CHAIR:** Letters of External Reviewers | **R** | O | N |