## PROMOTION CHECKLIST FOR TEACHING FACULTY

CANDIDATE NAME:

DEPARTMENT:

COLLEGE/SCHOOL:

DATE OF APPOINTMENT TO CURRENT RANK: DATE HIRED:

ENDING CONTRACT LENGTH:

FOR PROMOTION TO: □ Associate Teaching Professor □ Teaching Professor (check one)

DEPARTMENT CHAIR/HEAD:

DEPARTMENT TRP COMMITTEE CHAIR:

The Department TRP Committee Chairperson should review the file to ensure that all sections are included and initial the appropriate sections below. Please number the pages of the file and collate in the order listed and include the corresponding starting page number where indicated.

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| Start Page | # | CHECKLIST ITEM | Dept. TRP Chair Initials | | |
| \_i\_ | 1. | Checklist | \_\_\_\_\_ | | |
| \_ii\_ | 2. | Table of contents (with hyperlinks for ease of navigation) | | \_\_\_\_\_ |
| \_1\_ | 3. | Curriculum vitae | | \_\_\_\_\_ |
| \_\_\_ | 4. | Executive Summary (Not to exceed 3 pages) | | \_\_\_\_\_ |
| \_\_\_ | 5. | Courses Taught and Adjusted Load Worksheet (past two years) | | \_\_\_\_\_ |
| \_\_\_ | 6. | Teaching (Not to exceed 7 pages)   * Self-assessment * Analysis of student evaluations (at least one per semester from the past two years) * Analysis of peer observations (at least two from the past two years) * Plans for future growth | | \_\_\_\_\_ |
| \_\_\_ | 7. | Professional Development (Not to exceed 4 pages)   * Self-assessment * Plans for future growth | | \_\_\_\_\_ |
| \_\_\_ | 8. | Service to the University Community and to the Wider and Professional Community, if applicable (Not to exceed 5 pages)   * Self-assessment * Plans for future growth | | \_\_\_\_\_ |
| \_\_\_ | 9. | Department Committee letter, Department Committee Recommendation Form (numerical vote), and minority report (if applicable) and candidate’s response (if applicable).  ENSURE THAT ALL SIGNATURES ARE PRESENT. | | \_\_\_\_\_ |
| \_\_\_ | 10. | College/School Committee letter, College/School Committee Recommendation Form (numerical vote), and minority report (if applicable) and candidate’s response (if applicable).  ENSURE THAT ALL SIGNATURES ARE PRESENT. | | \_\_\_\_\_ |
| S-1 | 11. | Supplemental File is MANDATORY and delivered as a SEPARATE SEARCHABLE PDF DOCUMENT   * Table of contents (with hyperlinks for ease of navigation) * Job Description (from initial job posting, optional) * Signature Sheet for Evaluative Criteria * Approved Department Promotion Criteria * Student evaluations (at least one per semester from the past two years, raw data) * Peer observations (at least two from the past two years) * Other supplementary materials (only as needed, not to exceed 10 pages) | | \_\_\_\_\_ |