

Instructional Academic Staff Promotion Checklist

Complete and submit this form to your supervisor with your promotion materials (see checklist below) by _____.
(Date)

Your supervisor will forward this, along with their memo, to the College/Division office. This form and all supporting documents must be received in Academic Affairs (via Teams) by _____.
(Date)

First Name: _____ Last Name: _____

Current Title: _____ Requested Title (Promotion Only): _____

College: _____ Dept/Unit: _____

Follow all instructions per your department/school/unit personnel committee to create your review materials, which will be forwarded to the Dean's office.

The following is a subset of materials that will be submitted in PDF format from the Dean's office to the Provost to review via Teams:

- Dean's recommendation (if applicable)
 - Department Chair's / Director's recommendation (unless chair votes with faculty)
 - Department Personnel Committee recommendation (with vote)
 - Vita
 - Summary of Student Evaluations (for a minimum of 3 preceding years)
 - Letters of recommendation (from colleagues or customers/clients)
 - Brief self-reflection
- Other desirable materials:
- Thank you letters or e-mails (from colleagues or customers/clients)
 - Awards
 - Copies of cover pages only of published work

Materials NOT desired:

- Complete articles or books
- Samples of photographs of works created

OFFICE USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE

AVC Review Date: _____ Provost Review Date: _____