

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 by

(Date)

PROMOTION OF INSTRUCTIONAL ACADEMIC STAFF CHECK LIST FOR:

Name:

Current Title:

Requested Title:

Department:

Follow all instructions per your department/unit/school 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 for review.

Dean's recommendation *(If applicable)*

Dept. Chair's/ Director's recommendation

Dept. Personnel Committee recommendation *(with vote)*

Vita

Summary Student Evaluations *(for a minimum of 3 preceding years)*

Other desirable materials

- Letters of recommendation (from colleagues or customers/clients)
- Thank you letters or e-mails (from colleagues or customers/clients)
- Awards (pertaining to your job)
- Brief self-reflection *(no more than two pages)*
- Copies of cover pages only of published work

Material NOT desired in files received in Academic Affairs

- Complete articles or books
 - Samples or photographs of works created
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OFFICE USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE

AVC Review Date _____

Provost Review Date _____