

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: _____

The following materials **MUST** be included in your material packets forwarded to the Academic Affairs office. Please use a small (one-and-a-half inch) three-ring binder with tabs separating the different kinds of material and include only the following *:

CHECK LIST (Category B - Instructional):

- Dean's recommendation (If applicable)
- Dept. Chair's/ Director's recommendation
- Dept. Personnel Committee recommendation
- Peer Evaluations (if required by department)
- Summary Student Evaluations
- Vita
- 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

**Additional materials not listed above should be included in a separate binder*

Material NOT desired in files received in Academic Affairs

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

NOTE

- ❖ The materials you submit WILL NOT be returned or copied. Please be sure to make copies of your materials for your records prior to submitting to Academic Affairs.
- ❖ Use of a small (one-and-a-half inch) three-ring binder with tabs separating the different kinds of material is helpful.
- ❖ Please DO NOT use sheet protectors.

OFFICE USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE

Title at hire _____ Start Date _____

Years of Experience at current job _____ Total years of experience _____

HHTAC Approval _____ AVC Review Date _____ Provost Review Date _____