



Promotions Checklist

Name:
Department:
Previous Rank (if applicable):
Date Submitted:

Check off items included in file

SELECT THE APPROPRIATE OPTION FOR YOUR APPLICATION:

OPTION ONE

- Application
 - Current contract (you can remove your salary, if you choose)
 - Course syllabi and methods of assessing student achievement and other relevant course materials (e.g. examinations, assignments, teaching tools)
 - Course evaluations
 - Advisor ratings
- Curriculum Vitae
- Narrative
- Letters of Recommendation (one internal, one external)

OPTION TWO

- Documentation of previous rank
- Current contract (you can remove your salary, if you choose)

OPTION THREE

- Waiver of application for promotion beyond Assistant Professor at this time
- Current contract (you can remove your salary, if you choose)