

CHECKLIST OF MATERIALS FOR PROMOTION FOLDER

Promotion folders are **yellow** with a **white label with a yellow top border**. Prior to submission, please check each folder to make sure that it contains copies of the following items (in order presented). Folders will be sent from the dean's office to Academic Personnel before being sent to the Provost.

Folder Checklist (Include in folder) _____

Promotion Recommendation form completed and signed _____

Does faculty dossier include the following?

Evidence of: Teaching _____ Research _____ Service _____

For a positive recommendation include a detailed justification for the recommendation, citing criteria listed in the *Faculty Handbook*--teaching, research, and service. (This can be included either in the dean's letter of recommendation to the Provost or the department head's letter to the dean.) _____

Letter of recommendation from the dean to the Provost. (Include the EDO ratings for the last three years. Send a separate letter for each faculty member reviewed.) _____

Copy of letter sent from the dean to the faculty member _____

Letter of recommendation from the department head to the dean. (Send a separate letter for each faculty member reviewed.) _____

Copy of letter sent to the faculty member from the department head (Use form letter) _____

Letter of recommendation from the tenure and promotion committee to the department head _____

Copy of letter sent to the faculty member from the tenure and promotion committee (Use form letter) _____

One page narrative of accomplishments _____

Copy of most recent EDO _____

Student evaluations included (most recent evaluations plus 2 previous years) _____

Copy of up-to-date vita _____