**Candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed for:**

* promotion to professor
* promotion to associate professor
* award of tenure

**Attachments[[1]](#footnote-1):**

* Dean’s recommendation: \_\_\_\_\_\_ in favor; \_\_\_\_\_\_not in favor
* Report and vote from the faculty Committee on Appointments, Promotions and Tenure

Yes No Abstain

Vote on rank:

Vote on tenure (if applicable):

* Department chair’s[[2]](#footnote-2) recommendation (if school is organized into departments)
* Report and vote from the department faculty or equivalent, or eligible faculty (if school is not organized into departments):

 Yes No Abstain

Vote on rank:

Vote on tenure (if applicable):

* Third-year pre-tenure year reviews (and sixth-year pre-tenure year reviews, if applicable) for untenured candidate only
* Candidate’s curriculum vitae and self-description of teaching, research, and service contributions
* Referee list and sample letter of request to referees
* At least six reference letters from independent external referees, with biographical information (abbreviated CV, NIH bio, etc., not full CV)
* Reference letters from research collaborators with biographical information **ONLY** if the candidate’s research is part of a large group, i.e., if letters from collaborators are required to delineate candidate’s role in collaborative research; maximum of 4
* TEACHING documentation, a **combination** of the following sufficient to document teaching performance:
* Course evaluations (previous three years). If evaluation forms include ratings for or comments on instructors other than the candidate, those ratings or comments should be obliterated; evaluations submitted are to pertain only to the candidate.
* Summary of course evaluations prepared by curriculum director or other appropriate person
* Reports on classroom observation by colleagues
* List of potential teaching evaluators (e.g., former students randomly selected

 from class lists, former students suggested by candidate, colleagues familiar

 with candidate’s teaching, **not all suggested by same source**)

* Sample letter of request
* Letters from individual teaching evaluators
* Publications (maximum of 3 except with prior permission from the provost). If the publication is a book, submit copy of title page and table of contents only, not entire book.
* School’s approved document describing promotion guidelines **(one set per**

 **school)** and departmental guidelines, if applicable (i.e., for College of Arts

and Sciences). Include only the School’s document, not University guidelines

 from the Faculty Handbook.

Note: Obtain preparation instructions at <https://case.edu/academicaffairs/faculty-affairs/faculty-promotions> and **provide the complete set to candidates, faculty involved in file review, and staff involved in file preparation.**

1. Recommendation for a **joint appointee** must proceed through both constituent faculties or departments in the usual course. [↑](#footnote-ref-1)
2. The chair of a department of secondary appointment may submit a letter of recommendation. The candidate’s division chief should also submit a letter if the department is organized into divisions. [↑](#footnote-ref-2)