PROMOTION TO ASSOCIATE PROFESSOR OR PROFESSOR OR TENURE
Effective July 1st

Candidate: __________________________________________________________

Department: ________________________________________________________

School: _____________________________________________________________

Proposed for:

☐ promotion to professor
☐ promotion to associate professor
☐ award of tenure

Attachments¹:

☐ Dean’s recommendation ______ in favor; ______ not in favor
☐ Report and vote from the faculty Committee on Appointments, Promotions and Tenure

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☐ Department chair’s² 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:

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☐ Third-year pre tenure reviews (and sixth-year pre tenure 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

☐ At least six reference letters from independent external referees, with biographical information (abbreviated CV, NIH bio, etc., not full CV)

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¹ Recommendation for a joint appointee must proceed through both constituent faculties or departments in the usual course.

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.
□ 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)

□ 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.