

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

	Yes	No	Abstain
Rank:	_____	_____	_____
Tenure (if applicable):	_____	_____	_____

- 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:

	Yes	No	Abstain
Rank:	_____	_____	_____
Tenure (if applicable):	_____	_____	_____

- 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)

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.

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- 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.