

PROMOTION CHECKLIST
(Associate to Full)

I. PROCESS FOR REVIEWING CANDIDACY *In year of triennial review (or in an off-year when a candidate wants her/his materials to be reviewed)*

CANDIDATE RESPONSIBILITIES:

- February: ___ (1) Submit Triennial Review materials as normal.
 • Submit updated c-v.
 • Update publication file • Doublecheck data in teaching file (with Deb)

CHAIR RESPONSIBILITIES:

- February: ___ (1) Send memo about to full professors, asking them to review file
 ___ (2) Schedule meeting of the full professors, sometime in April

April:

- ___ (1) Chair meeting where materials are considered for promotion
___ (2) Record discussion
___ (3) Draft letter; get full professor feedback
___ (4) Give letter to candidate
___ (5) Meet with candidate to discuss letter and career planning
___ (6) In a triennial year, put official review letter in candidate's file
If a candidacy is nominated for promotion to full by a full professor or by self nomination
___ (7) Collect vote on the question: Is this candidacy ready to be put forth for promotion to full professor?
___ (8) Include this vote result as part of discussion with candidate, who decides whether or not to proceed

II. PROCESS FOR FORWARDING CANDIDACY

CANDIDATE RESPONSIBILITIES:

- Late April: ___ (1) Provide names of outside reviewers (3 people)
 ___ (2) Provide names of student reviewers (10 people)
- Early May: ___ (1) Submit up-to-date CV to Deb (which will be sent to reviewers)
 ___ (2) Verify that all your up-to-date scholarship is in your file
 ___ (3) Verify that your up-to-date teaching information is correct
 ___ (4) Meet with Chair to confirm process
- August 15: ___ (1) Submit Research Statement
 ___ (2) Submit Teaching Statement
 ___ (3) Submit Teaching Portfolio (optional but encouraged)
 ___ (4) If pertinent, submit up-to-date CV to Deb

CHAIR RESPONSIBILITIES:

- Late April: ___ (1) Collect names of reviewers and students from candidate
 ___ (2) Add 60 names to students (total 70 requests)
 ___ (3) Add 5-7 names to outside reviewers (total 12 possible; 5 needed)
 ___ (4) Email reviewers
 ___ (5) Have Administrative Assistant email students and
- May: ___ (1) Meet with candidate again to confirm process/materials
 ___ (2) Send out materials, along with letter from chair and Dept. Guidelines

- Summer
- ___ (1) Collect Promotion Dossier Documents
 - ___ Proposal Form
 - ___ Cover Sheet
 - ___ Dept. P&T Document
 - ___ Candidate CV
 - ___ Teaching data (# courses, IAS scores, etc)
 - ___ Third Year and Annual Review Letters
 - ___ Teaching Evaluation Letters
 - ___ (2) Draft Chair's Summary of Teaching
 - ___ (3) Draft Chair's Summary of Research
 - ___ (4) Draft Chair's Summary of Service
- August
- ___ (1) Collect Student Letters
 - ___ (2) Collect Reviewer Letters
 - ___ (3) Collect Teaching/Research Statements from Candidate
 - ___ (4) Finalize Summary Drafts, using the above information
 - ___ (5) Send Memo and Make Dossier available to Full Professors
- September
- ___ (1) Hold Meeting of Full Professors for Discussion and Vote on Question:
Do you support this candidacy for promotion to full professor?
 - ___ (2) Collect letters from faculty by 9/25
 - ___ (3) Finalize Department Chair Summary of Case
 - ___ (4) Submit Complete Dossier to Dean