

ASSOCIATE PROFESSOR Promotion to Full Professor Dossier CHECKLIST

--	--	--

Faculty Name:	Effective Date:	Date submitted to the Dean
JOINT APPOINTMENT?	Yes <input type="checkbox"/> No <input type="checkbox"/>	OTHER DEPARTMENT:

DOCUMENTS	NOTES AND REFERENCES
------------------	-----------------------------

<input type="checkbox"/> RC Nominations	Names of three faculty the department considers suitable to serve as a departmental representative if a Review Committee (RC) is appointed (Academic Senate and greater or equal rank only)
<input type="checkbox"/> Alpha list of co-authors	Academic Senate Only
<input type="checkbox"/> Promotion Data Summary Cover page	Type of Review: Promotion
<input type="checkbox"/> Employment History	Dean's Office
<input type="checkbox"/> Vote Page	Be specific as to the motion voted on and the proposed effective date. The sum of the vote tally must equal the number eligible to vote. For additional guidelines on faculty voting rights, please see CALL, Appendix 4
<input type="checkbox"/> Data Summary Pages	Pages 3-7 faculty initials lower right corner
<input type="checkbox"/> Bibliography	Bracket new material since last review. Faculty initials lower right corner
<input type="checkbox"/> Prior Cert Page	Candidate must read, sign and list additional materials submitted.
<input type="checkbox"/> Self Statement	Self-Statement (three pages maximum). The Self-statement should include information regarding research/scholarly, teaching, administrative and professional activities since their advancement to Associate level.
<input type="checkbox"/> After Cert Page	Faculty member signs after departmental review is completed.
<input type="checkbox"/> Department Assessment (Chair's Letter)	This is the Chair's summary of the department meeting and the department's recommendation. The department's vote should be reiterated in the first paragraph of this letter. Include Rank/Step, Salary (if known) and effective date. The letter should address the candidate's activities and accomplishments since the time of appointment advancement to Associate Professor level with an emphasis on activities since the last review.
INTRAMURAL LETTERS (3-5)	Internal letters should be requested from knowledgeable sources, but with regard to the need to preserve a pool of faculty from which a review committee can be formed if necessary. Internal referees should only be selected if they can provide special information not available from other sources.
<input type="checkbox"/> Sample solicitation letter	Department's sample solicitation letter with statement of confidentiality. Please write "Sample solicitation letter" at the top
<input type="checkbox"/> List of referees in alpha order	List all evaluators solicited, even if they did not respond or declined.
<input type="checkbox"/> Letters in reverse chronological Order	All solicited letters received must be included in the dossier
EXTRAMURAL LETTERS (4-6)	

<input type="checkbox"/>	Sample solicitation letter	Department's sample solicitation letter with statement of confidentiality. Please write "Sample solicitation letter" at the top
<input type="checkbox"/>	List of referees in alpha order w/biosketches	A brief one paragraph biography is required for each evaluator listed. The list must indicate if the evaluator was suggested by the candidate or by the department or by both. List all evaluators solicited, even if they did not respond or declined. It is essential that there be a balance between nominees suggested by the candidate and those named independently by the chair. Referees should be of appropriate rank with research credentials and from quality institutions.
<input type="checkbox"/>	Letters in reverse chronological Order	"CCB" STAMP on the lower right corner on page 1 of each letter. All solicited letters received must be included in the dossier
	STUDENT LETTERS*	* If necessary, to supplement the teaching record.
<input type="checkbox"/>	Sample solicitation letter	Department's sample solicitation letter with statement of confidentiality. Please write "Sample solicitation letter" at the top.
<input type="checkbox"/>	List of students	
<input type="checkbox"/>	Student Letters	in reverse chronological order
<input type="checkbox"/>	UNSOLICITED LETTERS	If an unsolicited letter of evaluation is to be included in the dossier, a letter should first be sent to the writer setting forth the Statement of Confidentiality and asking that individual to respond whether in light of this University policy the letter of evaluation should be included or returned" (CALL, Summary of Procedures #10, last sentence). Please write "Unsolicited" at the top right corner of letter.
<input type="checkbox"/>	Peer Teaching Evaluation	Submission of this report is required, per The CALL, Appendix 3, II.
<input type="checkbox"/>	Teaching Evaluations	
<input type="checkbox"/>	Updated CV	
<input type="checkbox"/>	Publications & inventory list	
<input type="checkbox"/>	Redacted copy of dossier given to Faculty member	(make sure all letters are redacted)