Form P3

# CHECKLIST OF REQUIRED ITEMS FOR PROMOTION DOSSIER 2023

Items from the Faculty Member:

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| \_\_\_\_\_ | **Cover Sheet** – complete Form P1and include the information for each year since your last promotion or for the last five years whichever is shorter. This form provides a quick summary of the candidate’s achievements. |
| \_\_\_\_\_ | **Faculty Narrative** |
| \_\_\_\_\_ | **Curriculum Vitae** – include a current Curriculum Vitae (CV). The CV should minimally include Education, Prior Teaching Experience, other Professional Experience, Presentations and Publications, Honors and Recognitions, Funding  Endeavors/Status and Consulting and Professional Activities. |
| \_\_\_\_\_ | **Annual Goals and Planning (AGP) (or where applicable, prior Agreement of Responsibilities (AOR)** – include AGPs/AORs since your last promotion or for the last five years whichever is shorter. This form outlines the various responsibilities of the faculty member as mutually agreed upon by the faculty member and administrator to whom he/she immediately reports. Since this form sets forth those areas in which the faculty member expects to be evaluated, the relative weights must be taken into account by the peers, the departmental/unit chair, and the dean of the college. |
| \_\_\_\_\_ | **Student Course Evaluations (IDEA)** – include Student Course Evaluations for all classes taught since your last promotion or for the last five years, whichever is shorter. Place them in reverse chronologic order, starting with the most recent. |
| \_\_\_\_\_ | **Grade Distribution Reports** – include Grade Distribution Reports for all classes taught since initial tenure-track appointment. Place them in reverse chronologic order, starting with the most recent. |
| \_\_\_\_\_ | **Faculty Annual Activity Report** - include Faculty Annual Activity Reports documenting activities and effort with respect to his/her current AGP/AOR Agreement on Responsibilities since your last promotion or for the last five years, whichever is shorter. This report is to be compiled for each academic year since initial tenure-track appointment. Each academic unit is required to define an appropriate format for the Faculty Annual Report. At a minimum, the report format should provide documentation of the faculty member's activities and effort in the areas of teaching, advisement, research/scholarship/creative activity, service/outreach, and administration. Place them in reverse chronologic order, starting with the most recent. |
| \_\_\_\_\_ | **Additional Material (optional) –** Related to teaching, research/scholarship/creative activity, and service/outreach.  **DOSSIER – ORDER OF PRESENTATION**  **Form P1** Promotion Cover Sheet  **Faculty Narrative**  **Form P2** Promotion Review Summary Sheet  **Form P3** Checklist of Required Items for Promotion Dossier  **Form P4** List of Departmental/School Peers  **CV**  **Annual Goal Planning (AGP) reports (or Agreement on Responsibilities (AOR)** – From the last 5 years or since your last promotion. Place in reverse chronological order.  **Student Course Evaluations** – For all classes taught in the last 5 years or since your last promotion. Place in reverse chronological order.  **Grade Distribution Reports** – For all classes taught in the last 5 years or since your last promotion. Place in reverse chronological order.  **Faculty Annual Reports** – For last 5 years or since your last promotion. Place in reverse chronological order.  **Additional Materials (optional)** – Related to teaching, research/scholarship/creative activity, and service/outreach.  **Form P5** Letters from Peers – in response to Form P5, signed.  **Form P6 or P6a** Letters from Non-Peers (if submitted) – in response to Form P6, for promotion to Full Professor (Form P6a) a minimum of 4 letters is required.  **Form P7** Letters from Former Students (if submitted) – in response to Form P7.  **Form P8** Letters from Advisees (if submitted) - in response to Form P8.  **Report** on Dossier – Summary of dossier prepared by promotion committee chair, signed, and dated.  **Form P10** Peer Evaluation of a Promotion Candidate, including the ballots from the bottom of Form P10.  **Form P11** Letter Transmitting the Report of the Promotion Committee and the Vote of the Peers to the Faculty Member being Considered for Promotion. |