

PROMOTION PACKET CHECKLIST
to Adjunct Associate Research Scientist and Adjunct Research Scientist

- 1. **Transmittal letter from the department chair**
 - 2. **Form B**
 - 3. **Curriculum vitae produced from M-CV**
 - 4. **Talking Points Document**
 - 5. **Educators Portfolio (not required, but if included, insert here)**
 - 6. **Checklist Summary of Evaluations cover form and Teaching evaluations (not required, but if included, insert here)**
 - 7. **Research Portfolio (required) and Team Science letters (if applicable)**
 - 8. **Letters of evaluation** – Three to five letters, all of which may be internal and do NOT have to be “arm’s length”. **NOTE:** A minimum of two reviewers suggested by the dept/chair only is required. **ALSO:** For promotion to Adjunct Associate Research Scientist, reviewers must hold a rank of Associate Professor/Associate Scientist or Professor/Scientist and be on the instructional or research track at their institution. For promotion to Adjunct Research Scientist, reviewers must hold a rank of Professor/Scientist and be on the instructional or research track at their institution.
 - 9. **Bibliographic Notes**
 - 10. **Five Recent Significant Publications (since last appointment/promotion)**
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