

**PROMOTION PACKET CHECKLIST**  
**to Adjunct Research Associate Professor and Adjunct Research**  
**Professor**

- 1. **Transmittal letter from the department chair**
  - 2. **Form B**
  - 3. **Curriculum vitae produced from M-CV**
  - 4. **Talking Points Document**
  - 5. **Educators Portfolio**
  - 6. **Checklist Summary of Evaluations cover form (required) and Teaching evaluations (if applicable)**
  - 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 Research Associate Professor, reviewers must hold a rank of Associate Professor or Professor and be on the instructional or research track at their institution. For promotion to Adjunct Research Professor, reviewers must hold a rank of Professor 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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