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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