

PROMOTION PACKET CHECKLIST
To Professor and Associate Professor (with or without tenure)
and also for the
Granting of Tenure Only
(to be held with current title of Professor/Associate Professor)

- 1. Transmittal letter
 - 2. Form B
 - 3. Curriculum vitae produced from M-CV
 - 4. Talking Points Document
 - 5. Educators Portfolio
 - 6. Checklist Summary of Evaluations cover form and Teaching evaluations
 - 7. Research Portfolio (required) and Team Science Letters (if applicable)
 - 8. Letters of evaluation -minimum of **five external, “arm’s length”** review letters. Letters from external reviewers who are not arm’s length as well as letters from internal reviewers can be included. However, these letters must be *in addition* to the minimum requirement of five external, arm’s length letters.
 - 9. Bibliographic Notes
 - 10. Five Recent Significant Publications (since last appointment/promotion)
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