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)