

**PROMOTION PACKET CHECKLIST**  
**to Associate Research Scientist and 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** -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)**
- 11. **Form RS-1 (VP for Research Cover Signature Page)**
- 12. **Form RS-2 (Bridging Support Form)**