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)