PROMOTION PACKET CHECKLIST
to Assistant Research Scientist and Adjunct Assistant 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 – 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 Assistant Research Scientist/Adjunct Assistant Research Scientist, reviewers must hold a rank of Assistant Professor/Assistant Scientist or higher and be on the instructional or research track at their institution.

9. Bibliographic Notes

10. Five Recent Significant Publications (Should be since last appointment. If there are not 5 since that time, pubs prior to last appointment may be used.)

11. Form RS-2 (Bridging Support Form) –for Assistant Research Scientist only