PROMOTION PACKET CHECKLIST

to Research Associate Professor and Research Professor

☐ 1. Transmittal letter from the department chair

☐ 2. Form B

☐ 3. Curriculum vitae produced from M-CV

☐ 4. Talking Points Document

☐ 5. Educators Portfolio

☐ 6. Checklist Summary of Evaluations cover form (required) and Teaching evaluations (if applicable)

☐ 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-2 (Bridging Support Form)