

PROMOTION PACKET CHECKLIST
To Adjunct Professor and Adjunct 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** –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 Adjunct Associate Professor, reviewers must hold a rank of Associate Professor or Professor and be on the instructional track at their institution. For promotion to Adjunct Professor, reviewers must hold a rank of Professor and be on the instructional track at their institution.
 - 9. **Bibliographic Notes**
 - 10. **Five Recent Significant Publications (since last appointment/promotion)**
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