

**PROMOTION PACKET CHECKLIST**  
**To Professor and Associate Professor (with or without tenure)**  
**and also for the**  
**Granting of Tenure Only**  
**(to be held with current title of Professor/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** -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)**
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