

PROMOTION PACKET CHECKLIST
to Clinical Assistant Professor and Adjunct Clinical Assistant 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 and Teaching evaluations**
 - 7. **Research Portfolio and Team Science letters (not required, but if included, insert here)**
 - 8. **Letters of evaluation** –Three to five letters, all of which may be internal and do NOT have to be “arm’s length”. **NOTE:** Reviewers must hold a rank of Assistant Professor or higher and be on the instructional or clinical track at their institution.
 - 9. **Bibliographic Notes**
 - 10. **Recent Significant Publications - A minimum of one and a maximum of five (since last appointment/last promotion).**
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