

**PROMOTION PACKET CHECKLIST**  
**to Research Assistant Professor and Adjunct Research 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 (required) and Teaching evaluations (if applicable)**
- 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 Research Assistant Professor/Adjunct Research Assistant Professor, reviewers must hold a rank of Assistant Professor 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 Research Assistant Professor only.***