

Check list for Promotion Dossier

Use this checklist to organize the compiled documents for the promotion dossier. Include a cover letter and dividers to introduce each section.

Add the checklist as the table of contents, and mark in the provided box when the documentation of each section is completed.

Recommendation for Promotion form (available on intranet)

Chair's Letter.

Independent assessment of the candidate with an explanation of the fit of this promotion to the goals of the academic unit, to goals of the school and its strategic goals. Include a summary of the faculty committee discussion with a candid explanation of strengths and weaknesses, Include vote information.

Faculty Committee Letter.

Report of faculty and/or the committee representing department faculty. Include voting information.

Curriculum Vitae

Use only the template fillable form provided on the Ostrow Intranet.

Personal Statement

Follow the suggestions included in the document available on the Ostrow Intranet.

Teaching Record.

- Provide all records from period of last promotion/appointment to present time.
- Chronological list of courses, moduli, seminars, simulation lab, with contact hours and student participating/enrolled.
- State the role played (e.g., developed, or substantially revised, participant).

Teaching memo from department/school.

- Include selected course syllabi, classroom observations and other evidence of teaching effectiveness.
- Provide a tabular summary of student feedback for all activities listed in the *Teaching Record*.
- Provide the average feedback value for the academic unit.

Service Record.

State the roles played by the candidate in service to the academic unit, to the school, the university, professional and philanthropic organization.

End of the Year Evaluations

- Provide end of the year's evaluation from period of last promotion/appointment to present.
- Provide a table showing the evaluation given in 1) teaching/instruction, 2) scholarship/research, and 3) service. Indicate if there was no professional time provided in one of these three areas.

□ Reviewer Letters

- Sample solicitation letters available on the Ostrow Intranet.
- Provide a table stating the reviewers name, current position and academic rank (if appropriate), who suggested the reviewer, the reviewer's relationship to the candidate, and whether the reviewer answered all of the questions asked in the sample letter.
- If additional comments for clarification or completeness are requested by the Chair by electronic means, they may be added as addendums to the reviewers letter.
- Include all individuals who declined to be reviewers, as well as reasons for declining.
- Explain the choice of any unusual reviewers.
- Reviewer bios. Include a brief reviewer biography before each reviewer's letter.
- Distinguish between:
 - "reviewers at arms length", e.g. no conflict and no prior role with the candidate other than casual interactions or
 - "reviewers not at arms length", e.g. from internal/prior working relationships, such as former students, former residents, same academic cohort, class mates, professional practice
 - "student letters", may be included but are limited to 3-5.