

Promotion Dossier Checklist

Name: _____

Rank sought: _____

Paper	Electronic	Checklist items
_____	_____	(Inside Front Cover) (Applicant)
_____	_____	Recommendation signature page and summary of formal votes (Appendix B)
_____	_____	All appropriate signatures included
_____	_____	Record of formal votes (before and after appeal)
_____	_____	History and recommendation summary completed (Appendix C)
_____	_____	(Tab I) Appointment Folder (Applicant)
_____	_____	Initial letter of appointment
_____	_____	Position description
_____	_____	(Tab II) Departmental Summary Letters and Recommendations (RD/PD)
_____	_____	Supervisor/regional director summary letter and recommendation
_____	_____	Program director summary letter and recommendation
_____	_____	(Tab III) College/School Summary Letters and Recommendations (Committee +)
_____	_____	NTT promotion committee summary letter and recommendation
_____	_____	College/school/unit/division summary of procedures for review and appeal, all formal votes (before and after appeal), if applicable
_____	_____	Vice provost/director of extension summary letter and recommendation
_____	_____	(Tab IV) Complete C.V. (Maximum length 25 pages)(Applicant)
_____	_____	(Tab V) Summary of Accomplishments (Appendix H) (Applicant)
_____	_____	Maximum length: 25 pages
_____	_____	Teaching philosophy described
_____	_____	Creation and Transfer of Teaching, Programming, and Curriculum Development in Areas of Scholarly Work
_____	_____	Extension Scholarship and Research
_____	_____	Innovation and Creativity in Teaching, Programming, and/or Research
_____	_____	Revenue generation
_____	_____	Professional and University Related Service
_____	_____	Samples of programs, curricula and other work included (Max. 5)
_____	_____	Colleague/peer evaluations (limit 4); colleagues at promotion level or higher (RD/PD)
_____	_____	(Tab VI) Reviewers (RD/PD)
_____	_____	Procedures for Selection of Outside Reviewers completed (Appendix E)
_____	_____	Reviewers' evaluations
_____	_____	(Tab VII) Departmental and Divisional Guidelines (Provided – Applicant Prints)
_____	_____	Guidelines for Appointment, Reappointment and Promotion of Non-Tenure Track (NTT) Academic Faculty Division of Extension