

Note: Please be sure to include this checklist in the PT form in the order listed below. Mark boxes (X) where necessary documents are included. **No** staples or paper clips within the packet. You no longer need to send a copy of the Form PT documents with the original packet. Scanned versions of the items listed below, with the exception of the checklist, must be put in the Filemaker Pro document Library.

NAME: _____

ENDOWED CHAIR PROMOTION CHECKLIST (To be used for Current Faculty)	T&R
Form R	
Faculty Personnel Action Form (FPAF)	
Letter from Chairperson/Director	
CAP report or Departmental Endowed Chair Committee Report, including vote	
Updated CV	
Internal evaluation of research and publications signed by departmental author (6 pg. max.)	
Descriptive list of reviewers approached	
Sample copy of contact letter. Please write "SAMPLE LETTER" at top	
External Letters (at least 6, with at least 4 from Committee List)	
a. Write "Committee List" at top of Letters (at least 3)	
b. Write "Candidate's List" at top of Letters (if applicable)	
Computer printout of numerical results for candidate and for department/college. For faculty members teaching at the University during 1996-1997 or earlier, please include the following charts: Provost Office/Teacher course Evaluation/Provost's Office/TCE Evaluation Summary (Requested from the Provost's Office)	
Evaluation of teaching signed by departmental author	
Evaluation of service signed by departmental author	