

**Note:** Please be sure to include this checklist in the R form in the order listed below. Mark boxes (X) where necessary documents are included. No staples or paper clips within the packet. All documents in the packet, with the exception of the checklist, should be scanned and put in the Filemaker Pro Document Library. Also, it is not necessary to include a copy of the Form R documents with the original packet.

**NAME:** \_\_\_\_\_

| <b>RESEARCH PROFESSOR PROMOTION &amp; RENEWAL* CHECKLIST</b>  | <b>Research Prof Renewal</b> | <b>Research Prof Promotion</b> |
|---|------------------------------|--------------------------------|
| Letter from Dean to Provost   |                              |                                |
| Letter from Chairperson/Director to Dean (in cases of joint appointments, letters from both departments and/or institutes are necessary)  |                              |                                |
| Reappointment Form  |                              |                                |
| CAP/College Committee Report, including vote  |                              |                                |
| Copy of Chairperson's/Director's notification that was sent (when applicable)   |                              |                                |
| P Form  |                              |                                |
| Personal statement ( <b>5 pages max.</b> )  |                              |                                |
| CV  |                              |                                |
| Outside letters of support (In extraordinary circumstances with approval from the Associate Dean of Faculty)  |                              |                                |
| <b>Synopsis of TCE results (requested from the Provost's Office)</b>  |                              |                                |
| a. 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 |                              |                                |
| b. Narrative summary, prepared by CAP, of numerical results   |                              |                                |
| Evaluation of teaching signed by CAP/College Promotion Committee member (where applicable)  |                              |                                |
| Evaluation of administrative duties by CAP/College Promotion Committee member   |                              |                                |
| Evaluation of service signed by CAP/College Promotion Committee member  |                              |                                |
| <b>Women candidates (material sent from the Provost's office to your department)</b>  |                              |                                |

\*Required for:

Research Professors ordinarily receive one year contracts that are renewable. In some instances longer contracts up to three years may be offered. Annual renewal requires an informal review by the chairperson or director of the unit and a reappointment form. Formal reviews are required every third year or in the final year of a longer term contract or in cases where renewal is questionable. Formal reviews must follow the full procedures set out in the Academic Articles and contain the materials in the checklist above.