

**Note:** The items listed below should be sent either as scanned documents with the R form cover included (preferred) or can be sent as hard copies. A scanned version should be put in the document library under the T & R tab “To Endowed”.

<b>ENDOWED CHAIR PROMOTION CHECKLIST</b> (To be used for <b>Current Faculty</b> )	<b>Required</b>
Form R	
Letter from Chairperson (includes teaching/service evaluation, etc.)	
Departmental Endowed Chair Committee Report, including vote. Not all departments have an Endowed Chair Committee; if not, a Full Professor Committee Report, is necessary, including vote	
Updated CV	
Letters of Recommendations, minimum of 6	
CIF data for courses taught since Fall 2008 - Chairpersons are able to print data <i>(must be printed in color)</i> <b>3 documents: History, Means, and Deciles</b> TCE Instructor History Report for courses taught between before Fall 2008 <i>Request TCE history reports from the Provost's office (Kelley <a href="mailto:Collins.79@nd.edu">Collins.79@nd.edu</a>)</i>	
Dean's Office Endowed Chair Committee Report (to be included by the Dean's office)	

Revised 11/14

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