**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”.

### ENDOwed CHAIR PROMOTION CHECKLIST
(To be used for Current Faculty) | Required
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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 **(must be printed in color)** 3 documents: History, Means, and Deciles
TCE Instructor History Report for courses taught between before Fall 2008
*Request TCE history reports from the Provost’s office (Kelley Collins.79@nd.edu)* | |
Dean’s Office Endowed Chair Committee Report (to be included by the Dean’s office) | |

Revised 11/14