

Note: The items listed below should be sent either as a hard copy with the R form cover included. A scanned version should be put in the document library under the T & R tab “To Endowed” prior to sending the hard copy to the Dean’s office.

| ENDOWED CHAIR PROMOTION CHECKLIST (To be used for Current Faculty) | Required |
|--|-----------------|
| Form PT | |
| Letter from Dean (to be included by the Dean’s office) | |
| 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 | |
| Dean’s Office Endowed Chair Committee Report (to be included by the Dean’s office) | |
| 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) 3 documents: History, Means, and Deciles</i> TCE Instructor History Report for courses taught before Fall 2008 <i>Request TCE history reports from the Provost’s office (Kelley Collins.79@nd.edu)</i> | |
| Dean’s Office will send hard copy to Beth Schneider | |
| Once approved, the department will plan a small reception for the recipient | |