

**Note:** The items listed below should be sent as a hard copy or a scanned version (the scanned version should include the PT cover). Prior to sending a copy to the Dean's office, 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 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)</i> <b>3 documents: History, Means, and Deciles</b> TCE Instructor History Report for courses taught before Fall 2008 <ul style="list-style-type: none"> <li>• Request TCE history reports from the Provost's office (Kelley Donndelinger <a href="mailto:kelly.a.donndelinger.2@nd.edu">kelly.a.donndelinger.2@nd.edu</a>)</li> </ul>	
<b>Dean's Office will send</b> hard copy to Beth Schneider	
Once approved, <b>the department will plan a small reception</b> for the recipient	