

**Promotion Packet Preparation Checklist for Teaching, Professor of the Practice, Clinical, Advising (TPCA)/Research/Library Faculty: 2019-20**

Candidate Name:

Department, College, Unit:

	Standard File Name	TPCA	Library	Research	Notes
1	Form R Faculty Rec. Form (dated 2017)				Use Form R for Teaching, Professor of the Practice, Clinical, Advising (TPCA*), Research and Library.
2	Letter from the Dean, Univ. Librarian or Vice President, Institute Directors				Letter from Dean to Provost or Provost Designee should include results of any additional consultation by the Dean, Univ. Librarian or Vice President with the respective Unit Head and if applicable the Committee on Appointments & Promotions.
3	Letter from the Chair, Director or Unit Head				Letter from the Chair, Director or Unit Head sets forth their personal recommendation and reasoning.
3a	Joint Appointment Letter from Chair/Director of secondary unit				<i>If applicable</i>
4	CAP Report				<i>If applicable</i> - CAP minutes must include vote. Department Chair participates in CAP, but does not vote. The Director or Unit Head may participate, but does not vote.
5	Relevant CAP Documents: Department/Unit Standards				Include relevant CAP information for department/unit's standards for promotion to the given rank.
6	Notification to faculty member from Chair/Director/Unit Head				Review/Renewal notification sent to faculty member.
7	Statement Defining Duties				Brief statement from the chair/director or unit head defining faculty member's duties, e.g., teaching schedule, administrative duties, research, etc., (please give % of time/duty). Statement must be signed by the faculty member.
8	Form P Faculty Questionnaire (dated 2008)				<b>Must be signed</b> by the candidate and the department chair.
9	Professional Statement				Maximum 7 pages – Typically 3-7 pages. Do not include professional or personal references, personal information (e.g., age, date of birth, race, country of origin, religion, sexual orientation, marital status, children, or immigration status) or passport or social security number.
10	Updated Curriculum Vitae				Standard format. Do not include professional or personal references, personal information (e.g., age, date of birth, race, country of origin, religion, sexual orientation, marital status, children, or immigration status), passport or social security number.
11	Internal Letters of Recommendation				<i>If applicable</i> - As appropriate to the role of the candidate, letters of recommendation may be included in the packet. No more than three letters should be included.
12	Evaluation of Administrative Duties				<i>If applicable</i> - Evaluation of administrative duties by the CAP.
13	Evaluation of Service				<i>If applicable</i> - Evaluation of service by the CAP.
14	Internal Research Report				<i>If applicable</i> - For research faculty promotion packets or Professor of the Practice and Library faculty members whose research is a significant component of their work.
15	External Reviewer Letters				<i>If applicable</i> - A minimum of three letters for all research faculty promotion packets or Professor of the Practice and Library faculty members whose research is a significant component of their work.
16	Teaching Report				<i>If applicable</i> - For Instructional faculty promotion packets whose teaching is a significant component of their work. Maximum of 6 pages; following ACPET Guidelines. Provide signature and name of report author.
17	CIF Instructor Reports				<i>If applicable</i> - For Instructional faculty promotion packets whose teaching is a significant component of their work. - CIF data for courses taught since 2008. Print 1 Document: Instructor History Summary. Chairs are able to print data. Must be printed in color. Applies only to faculty who are the instructor of record for a course taught.

Shaded area indicates if applicable, \*New Titles (formerly known as SPF), \*\**Women's Packets Only* - The relevant **Affirmative Action Plan (AAP)** will be available in Box for the Dept. Chairs/Directors /Unit Heads, who will make it available to the CAP. The AAP is no longer required for women promotion packet.

Updated 9/4/19