

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”.

ENDOWED CHAIR PROMOTION CHECKLIST – (To be used for Internal 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. The department may choose to bypass this step and send the report directly to the Dean’s office.	
Dean’s Office Endowed Chair Committee Report (to be included by the Dean’s office)	
Updated CV	
Letters of Recommendations, minimum of 3, maximum 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 (Kelly Donndelinger, kelly.a.donndelinger.2@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	