

**TEACHING FACULTY – Specialized Faculty Promotion Binder Checklist**

**Name College/Unit**

This is an outline; please use “Promotion Guidelines” starting on page 5 of the Specialized Faculty Promotion Memo for detailed instructions.

 1. Summary Cover Sheet for Promotion

 2. Dean’s/Center Director’s Letter – if not included in Chair/ School Director/Supervisor’s Letter must include:

\_\_\_\_\_\_\_ Explanation of promotion prior to the 5th year, if applicable

\_\_\_\_\_\_\_ Meritorious performance of assigned duties

 3. Candidate’s Response to Dean’s/Center Director’s Letter (optional)

 4. Department Chair/School Director/Supervisor’s Letter must include:

\_\_\_\_\_\_\_ Explanation of promotion prior to the 5th year, if applicable

\_\_\_\_\_\_\_ Meritorious performance of assigned duties

 5. Department or School Committee Narrative

 6. College/Center Committee Narrative (optional if there is a dept/school narrative)

 7. Peer Evaluation Letter #1 and #2

 8. Written Department or School/College/Center Promotion criteria

 9. Curriculum Vitae-FEAS

* + CV can be generated from Faculty Expertise & Advancement System (FEAS).

 10. Courses Taught-FEAS

* + Report for each course taught since appointment to current level.
	+ Report can be generated from Faculty Expertise & Advancement System (FEAS).

 11. Assignment of Responsibilities (AOR)

* + Fully approved AOR reports from date of hire or date from last promotion.

 12. Teaching Statement

* + **Three-page maximum**

 13. Other Teaching Activities

* + **Five-page maximum**

 14. Evidence of Well-Planned and Delivered Courses

* + Up to three sample syllabi taught preceding three years.

 15. Grade Distribution for Each Course

* + Report for each course taught since appointment to current level.
	+ Report can be generated from Faculty Expertise & Advancement System (FEAS).

 16. SPCI Student Evaluation Summary Reports

* + Report for each course taught since appointment to current level.
	+ Report can be generated from Faculty Expertise & Advancement System (FEAS).

 17. Annual Evaluation Letters

* + Include all evaluation forms from date of hire or from date of last promotion.

 18. Annual Letters of Progress Towards Promotion

* + Include all evaluation forms from date of hire or from date of last promotion.

 19. Other Evidence (optional)

* + **Five-page maximum**
	+ No free-response comments from SPCI or student comments from any source.