CAREER FACULTY PROMOTION CHECK LIST

CANDIDATE: _____ UO ID: 95 _____

CURRENT RANK: _____ PROMOTION TO: _____

SCHOOL/COLLEGE: _____ DEAN/VICE PRESIDENT: _____

DEPARTMENT/UNIT: _____ DEPARTMENT HEAD/DIRECTOR: _____

UA CBA applies to this position: YES ☐   NO ☐

Promotion File Items
(check only those that apply and included in file)

Promotion Eligibility Worksheet
Voting summary
Evaluation & Promotion Criteria
Dean / Vice President Evaluation
Department Head / Unit Director Eval & Recommendation
Department or Unit Committee Recommendation
Supervisor (if not Dept/Unit Head) Eval & Recommendation
External / Internal Letters of Evaluation (if required)

Vita (signed and dated)
Candidate's Statement (signed and date
Checklist for Teaching Materials
Checklist for Professional Activities & Service
Checklist for Scholarship/ Research/ Creative Activity
Statement of Waiver or Non-waiver
Duties & Responsibilities (position description)
Conditions of Appointment (current contract)

Internal Evaluations

Name of Reviewer	Date Requested	Date Received	Proposed by Candidate
REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS)			
REQUESTED BY DEAN/VICE PRESIDENT:			
LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES:			

External Evaluations

Name of Reviewer	Date Requested	Date Received	Proposed by Candidate
REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS)			
REQUESTED BY DEAN/VICE PRESIDENT:			
LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES:			

Voting Summary

	Yes	No	Abstain
School/College/Center FPC:	_____	_____	_____
Department/Unit Committee:	_____	_____	_____
Number of eligible voters:	_____	_____	_____

Comments:

Unit's Evaluation & Promotion Criteria for Career Faculty

Dean's *or* Vice President's *or* Vice Provost's Evaluation and Recommendation

Department *or* Unit Head *or* Center Director's Evaluation and Recommendation

Department or Unit Committee Evaluation and Recommendation and/or
School/College Committee Evaluation and Recommendation

(as applicable)

Supervisor Letter of Evaluation
and/or
Internal/External Reviewer Letters of Evaluation

(if applicable)

Curriculum Vitae

(signed and dated)

Candidate's Personal Statement

(signed and dated)

Checklist for Teaching Materials

Required Materials for the Primary File:

☐ **Teaching Overview Report** from Cognos. This report includes a list of all courses taught during the review period, summary data from numerical student Course Evaluations (2008-2019) and summary data from Student Experience Surveys (Fall 2019-present).

Teaching Awards: List of any teaching awards, including departmental awards, school or college awards, or university awards. (If none, please indicate)

Student Mentorship: List of any supervised dissertations, theses, and undergraduate honors papers.

Peer Review of Teaching: minimum of two.

Additional teaching materials are included in the Supplementary Materials file

Teaching Overview Report (Cognos)

This report includes a list of all courses taught during the review period, summary data from numerical student Course Evaluations (2008-2019) and summary data from Student Experience Surveys (Fall 2019-present).

Teaching Awards

List of any teaching awards, including departmental awards, school or college awards, or university awards. (If none, please indicate)

Student Mentorship

List of any supervised dissertations, theses, and undergraduate honors papers.

Peer Review of Teaching

Minimum of two

Checklist for Service and Professional Activities

Please include this checklist at the front of the Service and Professional Activities section of the primary file.

<u>Service</u>:

[ ] Check if not applicable.

[ ] List in the primary file any service contributions to his or her academic department, center or institute, school or college, university, profession, and the community, such as op-ed pieces, white papers authored or co-authored by the faculty member.

[ ] List or summarize in the primary file all commendations, awards, or letters of appreciation since first appointment or last promotion.

[ ] Optional: Include in supplementary file the Service Portfolio including a comprehensive portfolio of service activity; and appropriate recognition or impact. More elaborate portfolios have been submitted that include website links and other more complex presentations of service efforts.

<u>Professional Activities</u>:

[ ] Check if not applicable.

[ ] List or summarize in the primary file all professional or consulting activities related to the faculty member's discipline since first appointment or last promotion.

[ ] Optional: Include in supplementary file the Professional Activities Portfolio including a comprehensive portfolio of professional or consulting activities related to the faculty member's discipline. More elaborate portfolios have been submitted that include website links and other more complex presentations of professional activities.

Professional Activities and Service

(if applicable)

Checklist for Scholarship, Research, and Creative Activity

Please include this checklist at the front of the "Scholarship, Research, and Creative Activity" section of the primary file.

☐ Check if not applicable.

☐ List in the primary file any awards, including departmental awards, school or college awards, or university awards for scholarship, research, or creative activity. Summarize any evidence of national or international recognition or impact.

☐ List or summarize in the primary file all research or creative activities since first appointment or last promotion.

☐ Include in supplementary file the Scholarship Portfolio including a comprehensive portfolio of scholarship, research and creative activity; and appropriate evidence of national or international recognition or impact. More elaborate portfolios have been submitted that include websites developed and other more complex presentations of research efforts and innovations.

Scholarship, Research, and Creative Activity

(if applicable)

Statement of Waiver

or

Non-Waiver

(signed and dated)

Duties and Responsibilities & Conditions of Appointment