



Checklist for Faculty Promotion

Name: _____

Current Faculty Rank: _____

Number of Years at Current Faculty Rank: _____

Proposed Faculty Rank: _____

- Employed
 Coterminous
 Volunteer

Department: _____

Date of CMSRU Appointment: _____

Duration of Contract/Cooper: _____

- 1. Checklist (*Version 09/18/18*)
- 2. Letter of intent from both departmental chair and the dean (one letter) cc: Director, Office of Faculty Affairs, CMSRU (*Version 09/12/18*)
- 3. A summary submitted by the candidate (no more than 3 typed pages) outlining accomplishments and summarizing highlights of their career.
- 4a. CMSRU Review Sheet for Faculty Promotion (*Version 09/12/18*)
- 4b. Departmental Voting Form (*Version 09/12/18*)
- 5. Letter of Nomination by Department Chair (*Version 09/12/18*)
- 6. Report from Departmental Appointments and Promotions Committee
- 7. Letters of Recommendation (*as per guidelines*)
- 8. Curriculum Vitae (*do not remove sections*)
- 9. Teaching Dossier (*Follow Template 09/12/18*)
- 10. Personal Statement (*Optional*)