

**Promotion Packet Preparation Checklist for Teaching, Prof. of the Practice, Advising, Clinical/
Research/Library Faculty 2021-22 AY**

Item	Standard File Name	TPAC	Lib	Res	Notes
1	Form R Faculty Rec. Form (2020)				Use Form R for Teaching, Professor of the Practice, Clinical, Advising (TPAC), Research and Library.
2	Form P: Faculty Questionnaire (dated 2008)				Must be signed by the candidate and the department chair. Candidates do not need to complete Section 1 (Description of Candidate's Experience, Interests, and Goals). This information can be included in the professional statement and/or CV, as needed.
3	Department/Unit Standards for Eval.				Include relevant Organization Plan document that identifies the criteria applicable to the milestone up for consideration.
4	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
5	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
6	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, and country of origin, religion, sexual orientation, marital status, children, or immigration status), passport, or social security number.
7	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.
8	Evaluation of Administrative Duties				<i>If applicable</i> - Evaluation of administrative duties by the CRPT, and as identified in the Statement Defining duties.
9	Evaluation of Service				<i>If applicable</i> - Evaluation of service by the CRPT and as identified in the Statement Defining Duties. <i>Guide: Appendix B2</i>
10	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.
11	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.
12	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 in addition to the AHCET . Provide signature and name of report author. <i>Guide: Appendix B1</i>
13	CIF Instructor History Report				<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 the Instructor History Summary. <i>Guide: Appendix C1</i>
14	CRPT Report				<i>If applicable</i> – CRPT minutes must include vote and must be signed by all participating members. Chair, director/unit head participates in CRPT, but does not vote.
15	Letter from Chair, Director or Unit Head				Letter from the Chair, Director or Unit Head sets forth their personal recommendation and reasoning.
16	Joint Appointment Letter from Chair/Director of secondary unit				<i>If applicable</i>
17	Letter from the Dean, Univ. Librarian or Vice President, Institute/Center 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.

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 CRPT.

Updated 09/21/2021