General Guidance

In putting together the promotion packet, special attention should be paid to demonstrating how the candidate meets institutional criteria for promotion.

Unit Checklist Items (for each individual): All items will be uploaded into the PROMOTE system

- Candidate Profile submitted in PROMOTE
- One-page “Summary Page for Institute Review” exceptions should be noted
- Letter from School Review Committee clearly articulating the basis of the vote¹ (exceptions should be noted)
  - Names and rank of all committee members must be listed in the Letter
- Letter from School Chair articulating the basis of his or her recommendation¹
- Letter from CoE College Committee articulating the basis of the vote¹
  - Names and rank of all committee members must be listed in the Letter
- Letter from executive at the dean or director level articulating the basis of his or her recommendation¹
- Any additional letters for no or split (>25% discrepancy) votes¹
- Qualification Statement – 5 pages maximum
- Curriculum Vitae – Use appropriate template for the promotion rank you are seeking
- Minimum of 3 external letters of evaluation (Principal Research level candidates only) – requested via PROMOTE and letters uploaded into PROMOTE
- One-paragraph biography of each external evaluator providing letters (Principal Research level candidates only) entered in PROMOTE
- Any additional letters of recommendation that fall outside of the official evaluation process

Additional Materials:

- Documentation of any special circumstances that prevent the candidate from fully explaining their work (e.g. confidentiality agreements, classified work), in either the CV, summary, or through an external letter of recommendation.
- Research Associate/Technologists and Extension Professionals: Relevant conversion of promotion criteria to specific duties, and how the candidate fulfills those criteria. For an example of the translation matrix please see Example of matrix
- Letter requesting additional salary increase²

¹ If any votes are no or split (more than 25% of the committee votes differently than the rest of the group) a letter must be included explaining the various rationales.

² If the unit is requesting an additional salary increase for the candidate, a letter can be submitted at the same time as the promotion materials. It will remain separate and not be included with other materials during promotion decisions. The additional increase will be processed after the initial 6% raise. A template of this letter is attached.