Research Faculty Promotion Checklist

Updated January 2017

This document reflects only those items required at the institute level. Units may have additional requirements.

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 in order (for each individual):

☐ Cover sheet
☐ One-page “Summary Page for Institute Review”
☐ Letter from Peer Review Committee clearly articulating the basis of the vote¹
☐ Letter from unit director² articulating the basis of his or her recommendation¹
☐ Letter from higher-level committee articulating the basis of the vote¹
☐ 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) votes ³
☐ Curriculum Vitae
☐ Minimum of 3 external letters of evaluation (Principal Research level candidates only)
☐ One-paragraph biography of each external evaluator providing letters (Principal Research level candidates only)
☐ 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 increase⁴

Unit Checklist Items (compiled):

☐ Spreadsheet of all candidates from the unit (format to be provided by the EVPR office)
☐ Original hard copy of each complete package (including all required signatures)
☐ Acrobat PDF of each complete package for T-square submission

¹ The inclusion of letters will vary from unit to unit. There should be at least 3 letters by the time the packet is reviewed by the institute committee. Any no or split votes (see footnote 3) must be accompanied by a letter of explanation.
² Interdisciplinary Research Institutes, because they vary so widely in structure, must work with the EVPR office to determine which supervisors/directors should contribute letters.
³ 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.
⁴ 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.