NTTF PROMOTION CHECK LIST

CANDIDATE: _____ CURRENT RANK: _____

PROMOTION TO: _____ UA CBA applies to this position: YES ● NO ○

SCHOOL/COLLEGE: _____ DEAN/VICE PRESIDENT: _____

DEPARTMENT/UNIT: _____ DEPARTMENT HEAD/DIRECTOR: _____

Promotion File Items

- ☐ 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
- ☐ Candidate's Statement
- ☐ Statement of Waiver or Non-waiver
- ☐ Duties & Responsibilities (position description)
- ☐ Conditions of Appointment (current contract)
- ☐ Teaching Evaluations (if relevant)

*** If the unit does not have written criteria, this review may go forward without criteria. The candidate should be evaluated against their position description, which should be provided in the Duties & Responsibilities section. In the Evaluation & Promotion Criteria section, please include a note – "Evaluation & Promotion criteria statement under development. Candidate to be evaluated as per position description."

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:			

Supplemental Materials (as appropriate; indicate which are provided) *(Include in Separate file(s))*

- ☐ Supplementary Teaching Evaluation Data (comment if wish:) _____
- ☐ Scholarship/Research Portfolio (comment if wish:) _____
- ☐ Teaching Portfolio (comment if wish:) _____
- ☐ Service Portfolio (comment if wish:) _____
- ☐ Professional Activities Portfolio (comment if wish:) _____

Please provide a table of contents at the front of each supplemental notebook, binder, Pendaflex, box, or other container.

Please see Article 19 of the Collective Bargaining Agreement for descriptions of the portfolios.

Revised 7/2015