PROMOTION AND CONTINUING APPOINTMENT CHECKLIST

The following is a general checklist to assure inclusion of appropriate materials with each request for faculty promotion and/or continuing appointment.

_____ 1. Cover Sheet (Appendix C-1)
_____ 2. Summary of Actions Form (Appendices C-1 and C-2)
_____ 3. Document Register (Appendix D)
_____ 4. Curriculum Vitae, including date submitted (Appendix E)
_____ 5. Candidate’s SUNY/Albany employment history and course load
_____ 6. Candidate’s statements of major research themes and future plans, teaching philosophy, and service (typically no more than 1-3 pages)
_____ 7. Solicited independent letters of evaluation (Appendix F)
   Description of procedure used for identifying suitable, independent evaluators, including procedure followed to assure letters are from persons with no significant personal or professional relationships with the candidate
   1. Description of outside evaluators
   2. Copy of solicitation letter
   3. Solicited letters of evaluation
_____ 8. Unsolicited letters of evaluation (Appendix G)
_____ 9. Description of procedures used to present required peer and student evaluation of teaching (Appendix H)
   1. Peer evaluations
   2. Student evaluations
   3. Copy of student evaluation form
   4. Primary teaching documents
   5. SIRF scores and comparisons with Department
   6. Grade distributions
_____ 10. Description of procedure used to solicit evaluations of service contributions and summary of results
_____ 11. Summary of faculty composition
_____ 12. Listing of top scholarly journals in the candidate’s field
_____ 13. Letters of transmittal and recommendations from reviewing bodies and officers
   1. Summary of Department/School recommendation and vote, including indication of who prepared the document and the date approved by the Department/School
   2. Chair’s recommendation
   3. College/School recommendation
   4. Dean’s recommendation
   5. Recommendation from the Council on Promotions and Continuing Appointment
   6. Provost’s recommendation
_____ 14. Copies of publications