

## **Faculty Promotion Application Requirements 2022-2023**

**Required items are to be included in the online process:**

1. **Current Curriculum Vita** must include your name, department, rank, date that rank was achieved, faculty appointment date, higher education background — degrees, years received, and the granting institutions. If a terminal degree equivalency is claimed, include the date on which the terminal degree equivalency was established. Incorporate a description of academic and professional experiences, including teaching, research, publications and other creative works, research and scholarly work in progress; student advisement, professional service, special honors or awards; professional recognition, committee memberships or other university or community special assignments with dates of service indicated.

2. **Summary Statement** indicating the candidate's accomplishments related to the specifically applicable merit-based criteria: teaching, scholarship and service.

3. **Peer Observations**--Evidence of teaching competence must include three faculty (peer) observations completed within the semester of application or the two semesters prior to application.

4. **Student Opinionnaires**--Evidence of teaching competence must include every student opinionnaire in each class taught within the two prior semesters. Student opinionnaires must be from the same semester.

5. **Department Promotion Committee**-- Each member of the department committee must acknowledge participation in the portfolio review process before transmittal to the University Promotion Committee. Acknowledgement does not constitute the committee member's approval of the recommendation.

6. **Committee Chair**—submits Department Promotion Committee recommendation to move forward in the process.