

DOCUMENT INVENTORY FOR PROMOTION

Candidate Material to the Department _____
Date to Division _____
Date to Academic Human Resources _____

Department Completes

Name _____ Division _____ Department _____

PRESENT STATUS

Rank and Step _____
% Time _____ Basis _____
Annual Salary _____ If off-scale, amount _____
Years at Rank _____ Years at Step _____
Review Period _____

STATUS PROPOSED BY DEPARTMENT

Rank and Step _____
% Time _____ Basis _____
Annual Salary _____ If off-scale, amount _____
Effective Date _____

INDICATE WITH A ✓ DOCUMENTS SUBMITTED. INCLUDE EXPLANATION IN DEPARTMENT LETTER IF ANY DOCUMENTS ARE NOT SUBMITTED. SUBMIT REVIEW FILE IN FOLLOWING ORDER:

___ Dean's Letter

Candidate's campus address for correspondence:

___ Checklist to Assure Fairness

___ Candidate's Optional Response to Department Letter

___ Department Letter See [CAPM Appendix 4](#) for requirements.

See [CAPM 006.000](#) for assessment of the timeliness with which evaluations are completed or attach Narrative Evaluation Timeliness Report

___ Candidate's Optional Response to Redacted Confidential Documents

___ Confidential Letters - External (usually 3-5); Internal are optional See [CAPM 410.220](#)

Sample copy of solicitation letter

List of names of those who might not objectively evaluate candidate and explanation

List of all persons from whom letters were sought:

- Identify those suggested by candidate
- Identify letter-writers with alpha code
- Attach any declining letters

Any lists provided by candidate must be included

Brief comments on academic standing of each letter writer and relationship, if any, to candidate

Letters (all solicited letters must be forwarded with the file)

Unsolicited letters

Copies of Redacted Confidential Documents (submit one set with original file)

If student letters are solicited:

- Sample copy of solicitation letter
- Representative sample of names from course list must be used

___ Candidate's Optional Statement

___ Sabbatical Leave Report (if leave was taken during review period)

___ Unsolicited Material (other information which Candidate wishes to have included in the review file.) See [CAPM 410.220](#)

___ Cumulative Biobibliography See [CAPM Appendix 9](#) for guidelines.

___ Student Evaluations For promotion to Professor, may include all since promotion to tenure. For promotion to tenure, may include all since appointment. (Please asterisk those submitted on Biobibliography.)

___ Publications: For promotion to Professor, include all since tenure. For promotion to tenure, may include all from career.

Please submit one copy of all publications. (Please number and asterisk those submitted on Biobibliography. Items forwarded should be indicated with the letter "F".)

- ORIGINAL AND ONE COPY OF REVIEW FILE FOR APPROVING AUTHORITY
- ONE COPY OF REVIEW FILE FOR DIVISION
- ONE COPY OF REVIEW FILE TO BE RETAINED BY DEPARTMENT