# NTTF PROMOTION CHECK LIST

CANDIDATE: _____ UO ID: 95_____

CURRENT RANK: _____ PROMOTION TO: _____

SCHOOL/COLLEGE: _____ DEAN/VICE PRESIDENT: _____

DEPARTMENT/UNIT: _____ DEPARTMENT HEAD/DIRECTOR: _____

UA CBA applies to this position: YES ☐ NO ☐

**Promotion File Items**

*(check only those that apply and included in file)*

- ☐ Promotion Eligibility Worksheet
- ☐ Voting summary
- ☐ 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)
- ☐ Duties & Responsibilities (position description)
- ☐ Conditions of Appointment (current contract)
- ☐ Statement of Waiver or Non-waiver
- ☐ Vita (signed and dated)
- ☐ Candidate's Statement (signed and dated)
- ☐ Professional Activities & Service
- ☐ Scholarship/ Research/ Creative Activity
- ☐ Teaching Evaluations

## Internal Evaluations

| Name of Reviewer | Date Requested | Date Received | Proposed by Candidate |
|---|---|---|---|
| REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS) | | | |
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| REQUESTED BY DEAN/VICE PRESIDENT: | | | |
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| LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES: | | | |
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## External Evaluations

| Name of Reviewer | Date Requested | Date Received | Proposed by Candidate |
|---|---|---|---|
| REQUESTED BY DEPARTMENT/UNIT: (INCLUDE DECLINATIONS) | | | |
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| REQUESTED BY DEAN/VICE PRESIDENT: | | | |
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| LETTERS NOT SOLICITED BY DEPARTMENT/UNIT OR DEAN/VICE PRES: | | | |
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**Supplemental Materials (as appropriate; indicate which are provided)** *(Include in separate digital file(s).)*

- ☐ Supplementary Teaching Evaluation Data (comments:) _____
- ☐ Scholarship/Research/Creative Activities Portfolio (comments:) _____
- ☐ Teaching Portfolio (comments:) _____
- ☐ Service Portfolio (comments:) _____
- ☐ Professional Activities Portfolio (comments:) _____

**Please provide a table of contents at the front of each supplemental file or use check list provided in digital file. Please refer to the Academic Affairs website for guidance on preparing NTTF promotion files. Refer also to Article 19 of the Collective Bargaining Agreement (CBA) for descriptions of the portfolios.**

*Revised 9/2016*