



Checklist for Promotion/Appointment Files Submitted for Review to the Division of Natural Sciences Executive Committee

May 2023

The following is a checklist for materials that must be included in the files of candidates seeking promotion/appointment to associate and full professor. The chair of the department/school executive committee or individual (other than the candidate) responsible for forwarding the file must complete this checklist and include with the electronic file. For more specific information on each item refer to the criteria and guidelines document.

NOTE: All materials must be submitted electronically and divided into two pdfs: primary and appendix.

Candidate: _____

Individual completing checklist: _____

PRIMARY FILE	
	Index listing all contents of the file and appendix. Sequential numbering should be used throughout the document.
	Transmittal letter from the chairperson on behalf of the executive committee of the department/school to the dean, indicating that committee's recommendation and the recorded vote.
	Copy of the department and school/college criteria for promotion (Item II in criteria outline). Include the dean's procedures if different than the school/college's procedures.
	Letter from candidate stating preference for open or closed meeting.
	Biographical Data (Item III in criteria outline)
	Statement on the effect of the candidate's promotion on the overall departmental balance (if applicable).
Documentation of Research (Item IV in criteria outline)	
	List publications indicating number of citations for each in the categories indicated in item IV.A of the criteria outline. Include all names of authors in the order which they appear. In the case of multiple authorship, clearly and succinctly explain the specific contribution of authors as specified in section IV.A. Journal impact factors should be listed. Submitted papers must be listed in a separate section before published or accepted papers in section IV.A.2
	Measures of productivity or quality (e.g., H-Index, and Journal Impact Factors) must be included.
	Research in progress (Item IV. B in criteria outline) must include a brief description of current projects and plans for future research not yet initiated with an estimate of when it may start
	All funded research grants, contracts, awards, and gifts, including grantee, agency, dollar amount, granting period, UWM grant number, and proportion of award to candidate. All submitted proposals, including pending and unfunded (Item IV. C in criteria outline).
	Special honors or awards.

Documentation of Educational Achievement (Item V in criteria outline)	
	All courses taught specifying whether graduate or undergraduate course, frequency of teaching individual course, and special institutes, programs and seminars. Undergraduate and graduate research projects, theses and dissertations directed, listed in chronological order.
	Awards for excellence in teaching.
	Table summarizing teaching evaluations for each course, including enrollment and number of responses. Up-to-date evaluations and a comparison with evaluations of other departmental faculty.
	Samples of original copies of students teaching evaluation forms, and statements by students and colleagues regarding teaching effectiveness, including peer evaluations.
	Participation in workshops, institutes, shorts courses, etc. relating to improvement of teaching.
	Creativity and scholarship in teaching, including publications, grants, new courses developed, new programs or departments developed, etc. oriented toward teaching.
Documentation of Service (Item VI in criteria outline)	
	Significant committee service (department, college, university)
	Administrative service (department, college, university)
	Community service (extension activities, public lectures, media presentations, grants and contracts for community service work)
	Professional service (editing, refereeing, panel participation, offices, participation in planning professional programs, etc.)
	Consulting activities
APPENDIX	
Assessment of Professional Stature (Item VII in criteria outline)	
	Letters of evaluation accompanied by list of the reviewers, reviewers' status in field or a summary of expertise and how each was selected. Refer to VII.A. for specific requirements.
	Published reviews of candidate's books, monographs, or publications.
	Other evidence of professional stature.
	Publication samples (3-5 papers suggested)