Promotion Committee
Checklist

1. **Candidate NAME:** _______________________________________________

2. **Weighing Criteria:** _______________________________________________

3. Terminal degree statement – Department Committee
4. Highest degree
5. Education record
6. Enrollment in degree program & expected completion date
7. Verification of advancement toward
8. Type of eligibility
9. Equivalency statement, if needed
10. Check mark for supplemental documentation in department
11. Dates for time in rank at Rowan, dates for appointment & tenure
12. Direct transmittal – committee verification of new material
13. Professional experience history
14. Direct transmittal – department committee statement
15. Department committee statement for weighting reversal
16. Department peer assessment summary sheet
17. Department promotion committee recommendation form for promotion
18. Department process for colleague assessment
19. Department process for collecting and utilizing student evaluations

**TEACHING EFFECTIVENESS:**

20. Goal Statement:
21. Perceptions of success:
22. Colleague assessments *clearly dated & signed by candidate* – at least one after 11/00
23. Student evaluations – summaries & analyses *signed by whoever did the analyses*: at least 2 or three classes after 11/00

**SCHOLARLY ACHIEVEMENT:**

24. Listing with narrative
25. Supporting material

**CONTRIBUTIONS TO DEPARTMENT & UNIVERSITY:**

26. Clearly dated list – department with narrative
27. Clearly dates list – university with narrative
28. Supporting material

**PROFESSIONAL RESPONSIBILITIES:**

29. Clearly dated activities
30. Supporting material
31. Other supplementary items