

PROMOTION CHECKLIST
(Associate to Full)

I. PROCESS FOR REVIEWING CANDIDACY *In year of triennial review (or in an off-year when a candidate wants her/his materials to be reviewed)*

CANDIDATE RESPONSIBILITIES:

February 25: ___ (1) Submit Triennial Review materials as normal.

 • Submit updated c-v.

 • Update publication file

 • Doublecheck data in teaching file (with Deb)

CHAIR RESPONSIBILITIES:

February: ___ (1) Send memo about to full professors, asking them to review file

 (2) Schedule meeting of the full professors, sometime in April

April:

 (1) Chair meeting where materials are considered for promotion

 (2) Record discussion

