

Candidate's Name: \_\_\_\_\_

## Table of Contents for PDF Promotion Record

The **Recommendation for Promotion Form** is available as a change of status form in the HRIS transaction section. The form will automatically populate all needed information but should then be printed and routed for original signatures. Please provide the original form with signatures to Brenda Gritsch in the Dean's Office and include the unsigned form in the bookmarked pdf as #1.

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1\_Recommendation for Promotion Cover Sheet.pdf

### **REPORTS**

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2a\_Departmt Criteria.pdf\*

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2c\_i\_DCG Cover.pdf

2c\_ii\_DCG Report.pdf

2d\_DCG Indiv Eval.pdf\*

2e\_P & T Comm Report.pdf

2f\_i\_Candidate resp P & T.pdf

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### **CURRICULUM VITAE**

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### **TEACHING**

4a\_Personal Statemt.pdf

4b\_Chart T Assignment.pdf

4c\_Letters Colleagues.pdf\*

### **SCHOLARSHIP, ARTISTIC PRODUCTION**

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5b\_Chklist, Progr Publ.pdf\*

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5d\_Log of Corresp.pdf

5e\_Copy Invite Letter.pdf

5f\_Candidate's Personal CV\*\*

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### **SERVICE**

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### **APPENDICES (TENURE CANDIDATES ONLY)**

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7a\_ii\_Report Flexible-load Assign.pdf

7b\_i\_DEO Letter third-year rev.pdf

7b\_ii\_Collegiate rec third-year rev.pdf

7b\_iii\_Candidate's resp third-year rev.pdf

### **Notes:**

\* Not every case will have a file in this bookmark; if no file is present, add a page that states "Not Applicable" or "No Comments."

\*\*If the candidate's personal CV was sent to external reviewers, insert it as 5f. If not, insert "Not Applicable" page.