

## **REQUIRED FORMS FOR PROMOTION TO ASSISTANT PROFESSOR**

- **ATTACH documents to section IV – Promotion Supporting Documentation**
  - Faculty Short Evaluation Form **with Dept. Chair and Division Dean recommendation, signature, date and name printed under signature.**
  - A copy of the candidate's current appointment letter
  - A copy of the applicable criteria listed on the unit/department's website
  - The candidate's CV
  - Personal statement together with any documents he/she wishes to be considered
  - Evaluations received by the NTT faculty member during the current term of appointment, including student evaluations if applicable
  - Any other documentation that may be required by the department/unit

**Academic HR Specialist will review all documents and submit completed packets to ALR for Chancellor Review and determination.**