

## Organization of Promotion Packets

- FORM NO. 1-a - minus Signature Page
- FORM NO. 1-a – Signature Page +Supplemental Form 1
- FORM NO. 2 (Criteria)
- SUPPLEMENTAL FORM 2 (scan with Form 2 in Packet Depository)
- FORM NO. 3 (External Confidential Letters)
  - If the writer sent both a hard copy letter and an emailed copy, enter the received date of each format on Form 3.
- Sample [Solicitation] Letter
- FORM NO. 3-a (one for each requested external letter) and External Letters – order of preference
  - signed original hard copy letter
    - if you have this, do not include any email correspondence
  - signed emailed letter on letterhead
    - if you have this, do not include any email correspondence
  - signed emailed letter not on letterhead
    - include only the first page of email correspondence that identifies the institution
    - put the one page email correspondence behind the letter
  - unsigned emailed letter on letterhead
    - include only the first page of email correspondence that identifies the letter writer
    - put the one page email correspondence behind the letter

### Additional Information Regarding External Letters:

- include other emails only if they have material information. For example, if the writer agreed to write, but then lost everything in a flood and ended up writing only a short email, or if there is a material reference to the candidate in the email exchange (ex: I have followed X's work and think X is a terrific candidate, deserving of tenure/promotion...)
- FORM NO. 4 (Department Narrative)
  - Attachments if applicable:
    - Reading Committee Report
    - Report from Secondary Department/Unit
- Personal Statement (not mandatory, but HIGHLY recommended)
- CV
- Inventory Listing of Supplemental Materials (Appendix H) signed by the candidate and chair (mandatory)