**Faculty Promotion Checklist**

**To be completed by Department Chairperson**

**Faculty Member Name:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Hire Date:** Click or tap to enter a date.

1. **Is the faculty member applying for Promotion?** Choose an item.

If yes, please indicate rank requested: Choose an item.

Please ensure that the necessary forms and paperwork are included in this request. [Click here](https://www.ccri.edu/acadaffairs/promprocessfac.html) to access the required paperwork.

**Information Required for Promotion**

Please indicate that this promotion packet is complete by filling out the following checklist and submit with your promotion packet:

[ ]  This packet includes the required number of comprehensive evaluations (self, peer, chair, and dean).

* Four (4) if applying for promotion to the rank of associate professor
* Two (2) if applying for promotion to the rank of professor

[ ]  This packet includes artifacts that support the faculty member’s teaching effectiveness.

[ ]  This packet includes artifacts that support the faculty member’s productive scholarship.

[ ]  This packet includes artifacts that support the faculty member’s professional improvement.

[ ]  This packet includes evidence of the faculty member’s participation in college-wide committee work.

[ ]  This packet includes information to support the faculty member’s professional activity in their field.

[ ]  This packet provides evidence of Click or tap here to enter text. additional graduate credits.\*

**NOTE: Per the CCRIFA Contract, Article X, B.2.**

When a faculty member has served six (6) years, and has, thus, been found worthy of retention by the institution, the institution shall recommend to the Council on Postsecondary Education that the faculty member merits tenure, and tenure shall be granted. (Regardless of time served at the institution, any untenured faculty member who is promoted from assistant professor to associate professor, or from associate professor to professor, shall be recommended to the Council on Postsecondary Education as worthy of tenure.)

**Has a packet for Faculty Tenure also been completed and submitted?** Choose an item.

\*Applicable to those applying to the rank of Associate Professor