

Promotion File Checklist

Candidate's Name: _____

Promotion Application File

- Signed Letter
- Updated FMIS CV
- Clinical Workload Sheet (if applicable)
- Personal Statement on Research (2-4 single-spaced pages)
- Personal Statement on Teaching (no more than 2 single-spaced pages)
- Personal Statement on Service (no more than 2 single-spaced pages)
- List of External Referees
- Communication e-mails with External Referees
- 4 Sample Publications

Teaching Portfolio

- Teaching Philosophy and Goals
- Teaching Roles and Responsibilities
- Representative Course Material
- Assessment and Extent of Student Learning
- Descriptions and Evaluations of Teaching (mandatory)
- Course and Curriculum Development
- Activities to Improve Your and Others' Instruction
- Teaching Contributions to Institution or Profession
- Teaching Honors or Recognitions
- Appendices

Publications in Rank

- n = _____