



# West Chester University of Pennsylvania

## CHECKLIST FOR PROMOTION APPLICANTS

### NON-CLASSROOM FACULTY

*This informal information specifies the items the TeP Committee reviews in each file.*

*Incomplete files will be returned to the applicant.*

NOTE: The promotion application process spans two years. In year one, the promotion applicant requests and receives a Performance Review and Evaluation as specified in Article 12 of the CBA. In year two, the promotion applicant submits a Promotion Application portfolio according to the standardized format.

Applicant \_\_\_\_\_ Department \_\_\_\_\_

Terminal Degree \_\_\_\_\_ Date of Hire \_\_\_\_\_

#### PROMOTION CHECKLIST

Applicant provides 4 binders including copies of the items specified below, plus the narratives, 1 copy of supporting materials, and other materials specified in the Promotion Policy.

- ☐ Signed (by candidate, department committee chair, and department chair) and dated promotion application form
- ☐ Permission given to review candidate's personnel file (not required)
- ☐ Updated copy of vita (not to exceed 10 pages; 10 point)
- ☐ Current Statement of Expectations
- ☐ Current Departmental Teacher-Scholar Model (DTSM)

#### RATINGS FOR PERFORMANCE REVIEW AND EVALUATION

Department Promotion Committee (due 4/1 of year 1)

Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

Department Chair (due 4/8 of year 1)

Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

- ☐ Dean's evaluation (due 5/15 of year 1)

\*\*\* dnm- does not meet                      in- improvement needed  
mps- meets professional stds              d- distinguished

#### The TeP chair inserts the following:

- ☐ When applicable, Department Chair recommendation regarding promotion. This recommendation is based on the Promotion Application portfolio and is in addition to the Performance Review and Evaluation completed in year one.
- ☐ Department Promotion Committee Chair recommendation regarding promotion. This recommendation is based on the Promotion Application portfolio and is in addition to the Performance Review and Evaluation completed in year one.