Checklist for Junior Rank Promotions

These promotions include those within the junior ranks (to Senior Associate, Instructor, or Assistant Professor).

Candidate name: ________________________________________________

Date submitted: _________________________________________________

Proposed faculty rank: __________________________________________

Proposed track: _________________________________________________

Department/Division: ____________________________________________

Effective date: _________________________________________________

Junior rank promotions do not require a Preliminary Packet. Please submit an eHRAF (Action/Reason Codes = PRO/FAC), along with the following attachments:

1. _____ Checklist

2. _____ Letter from Chair; requesting and justifying the promotion

3. _____ Current CV in SOM format