

**DOCUMENT INVENTORY FOR PROMOTION FOR
ACADEMIC RESEARCH TITLES APPROVED BY CP/EVC or DEAN**

(Professional Research Series, Project Scientist Series, Specialist Series)

Candidate Material to the Department _____

Date to Division _____

Date to Academic Human Resources _____

Department Completes

Name _____ Division _____ Department/Unit/P.I. _____

PRESENT STATUS: Rank and Step _____

Annual Salary Rate _____ Basis (9 or 11 mo.) _____ % Time _____ Actual Salary _____

Years at Rank: _____ Years at Step: _____

STATUS PROPOSED BY DEPARTMENT/UNIT/P.I.: Rank and Step _____

Annual Salary Rate _____ Basis (9 or 11 mo.) _____ % Time _____ Actual Salary _____

Effective: Pay Dates _____ Service Dates _____

Grant Name(s): _____ Account Number(s) _____

Grant End Date _____ P.I. Authorizing Signature(s) _____

Review Period _____

INDICATE WITH A \checkmark DOCUMENTS SUBMITTED. INCLUDE EXPLANATION IN DEPARTMENT/UNIT LETTER IF ANY DOCUMENTS ARE NOT SUBMITTED. SUBMIT DOSSIER IN FOLLOWING ORDER:

___ Recruitment Record Approval: (Compliance or waiver must be issued before appointment may be offered)
Search # _____ Compliance dated _____ or waiver dated _____
or Exemption Category _____

___ Dean's Letter (if CP/EVC authority)

___ Checklist to Assure Fairness _____

Candidate's address for Correspondence:

___ Candidate's Optional Response to Department/Unit/P.I. Letter _____

___ Department/Unit/P.I. Letter _____

___ Candidate's Optional Response to Redacted Confidential Documents _____

___ Redacted copy of Confidential Documents (submit one set with original file)

___ Solicited Confidential Letters - External (usually five) and Optional Internal
Sample copy of solicitation letter
List of those who might not objectively evaluate Candidate and Candidate's reasons (optional)
List of all persons from whom extramural letters were sought; identify those suggested by candidate
Any lists provided by candidate must be included
List of any persons declining to write; include any declining letters in the file
Brief comments on academic standing of each letter writer and relationship, if any, to Candidate; identify letter-writers with alpha code. Extramural letters (all solicited letters must be forwarded with the file)

___ Candidate's Optional Statement

___ Unsolicited Material (optional)

___ Curriculum Vitae or Cumulative Biobibliography

___ Publications since last promotion (number and asterisk those submitted on Vita or Biobibliography)

- ORIGINAL DOSSIER FOR APPROVING AUTHORITY
- ONE COPY OF DOSSIER FOR DIVISION (if CP/EVC authority)
- ONE COPY OF DOSSIER TO BE RETAINED BY DEPARTMENT