

Kean University  
Application for Promotion

## Cover Sheet

Checklist for Promotion File Contents

Please note that an incomplete application may delay the promotion process. Kindly ensure that all items are complete.

Name \_\_\_\_\_ Date \_\_\_\_\_

Applying for rank: \_\_\_\_\_

1. Official Transcripts (Only if verifying recent completion of terminal or ABD status)

\_\_\_\_ Yes      \_\_\_\_ No      Candidate's Initials \_\_\_\_\_      UPC Chairperson's Initials \_\_\_\_\_

2. A minimum of three (3) peer observations by three (3) different members of department A RTP committee or special committee appointed by College Dean.

\_\_\_\_ Yes      \_\_\_\_ No      Candidate's Initials \_\_\_\_\_      UPC Chairperson's Initials \_\_\_\_\_

3. Peer observations may be dated no earlier than two (2) years prior to the first day of the academic year, Sept. 1, 2017 (i.e., no earlier than Sept. 1, 2015).

\_\_\_\_ Yes      \_\_\_\_ No      Candidate's Initials \_\_\_\_\_      UPC Chairperson's Initials \_\_\_\_\_

4. Peer observations are all by committee members whose rank is equal to or greater than the rank being applied for.

\_\_\_\_ Yes      \_\_\_\_ No      Candidate's Initials \_\_\_\_\_      UPC Chairperson's Initials \_\_\_\_\_

5. All SIR II Assessments dated no earlier than two (2) years prior to the first day of the academic year, Sept. 1, 2017 (i.e., no earlier than Sept. 1, 2015).

\_\_\_\_ Yes      \_\_\_\_ No      Candidate's Initials \_\_\_\_\_      UPC Chairperson's Initials \_\_\_\_\_

6. Every page of the application portfolio must be signed or initialed by the candidate (with dates when indicated).

\_\_\_\_ Yes      \_\_\_\_ No      Candidate's Initials \_\_\_\_\_      UPC Chairperson's Initials \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_      Signature of Candidate \_\_\_\_\_

Date: \_\_\_\_\_      Date: \_\_\_\_\_