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Coversheet for Promotion File

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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, 2020 (i.e., no earlier than Sept. 1, 2018).

____ 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 Course Evaluation, formerly SIR II Assessments dated no earlier than two (2) years prior to the first day of the academic year, Sept. 1, 2020 (i.e., no earlier than Sept. 1, 2018).

____ 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: _____