



West Chester University of Pennsylvania

CHECKLIST FOR PROMOTION APPLICANTS

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)
- Official student evaluations in all classes in Fall and Spring of year one (a minimum of 5 sets required. See Promotion Policy FAQ Appendix 4 Q.4.)
- At least one classroom observation in each semester of year one by department committee

Fall, year one	date _____	obs _____	class _____
Spring, year one	date _____	obs _____	class _____
- At least one classroom observation in year one by department chairperson

Fall or Spring, year one	date _____	obs _____	class _____
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RATINGS FOR PERFORMANCE REVIEW AND EVALUATION

Department Promotion Committee (due 4/1 of year 1)					Department Chair (due 4/8 of year 1)				
Teaching	dnm	in	mps	d	Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d	Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d	Service	dnm	in	mps	d
Overall	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:

- 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.