Checklist for Promotion to Instructor II

The following enclosures are required for Instructor II promotion file and are to be uploaded into Perceptive Content:

* Chair’s recommendation letter, which should include a tally of the faculty vote, and addressed to the Associate Dean for Faculty;
* An up-to-date curriculum vita with time in professional positions clearly delineated;
* Annual evaluation letters since the time of initial appointment;
* All OMETs since the time of last promotion;
* Draft promotion and reappointment letter.