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 Affairs;
* 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;
* Peer teaching evaluation letter/s (if available);
* Draft promotion and reappointment letter.

Please note that OMETs cannot be the sole or primary form of teaching evaluation in promotion cases. Units may wish to ask for other teaching materials for evaluation by voting faculty.