



ACADEMIC AND CAREER ACADEMIC SERIES

**STEP INCREASE DOSSIER CHECKLIST**

1. **Chair's Letter \***

2. **Self-Statement**

- not to exceed 3 pages
- background experience related to the CDU mission, candidate's perception of scope of work and research interest

3. **List of References**

**For Assistant Professors: Letters** are not required for in rank promotions, e.g.. from Assistant Professor I to Assistant Professor II). However, if you are requesting an accelerated promotion, as skipping steps, e.g. From Step II to IV, *letters are required*. 3 intramural and extramural. If skipping from one rank to another as Assistant Professor, Step III to Associate Professor, Step I – 5 intramural letters are required and 5 extramural letters are required. Therefore, you would also need to provide the appropriate list(s) of evaluators.

**For Associate/Professors: Letters** are not required for in rank promotions, e.g. from Associate Professor I to Associate Professor II). However, if you are requesting an accelerated promotion, e.g. Associate, I to Associate, III, *letters are required*. In that case, candidate must provide the appropriate list(s) of evaluators. (Associate and Professors – 3 intra- and 3 extramural letters).

4. **Letters of Reference \* (if required)**

5. **Teaching Evaluations or Summary Statement**

6. **Peer Teaching Evaluations Or Summary**

7. **Current Curriculum Vitae**

8. **Faculty Plan/Report**

- Signed and dated by Candidate and Chair

9. **Bio Sketch**

10. **Mentoring Form (Instructors and Assistant Professors only)**

- signed and dated by Candidate and certified (signed) by department chair or affiliate designee.(Evidence of two (2) meetings w/mentor per year - mandatory)

11. **Mini Biography for Catalog**

12. **Copy of Publications**

- Inventory of publications being submitted, along with a copy of each. (no more than 10)

**\*OFA will procure these documents.**