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: