**Promotion File of Dr.-----------------------------------------**

**To the rank of: Associate Professor**

**Full Professor**

**Department:**

**College of Engineering**

**Academic Semester:**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant’s Checklist for Promotion File Requirements**

Please place a tick () on the items applicable to you

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Hardcopy** | **Softcopy** |
| **Introduction**  |
| 1 | Table of contents |  |  |
| 2 | Copy of University and college promotion criteria |  |  |
| 3 | Candidate's letter requesting promotion  |  |  |
| 4 | Curriculum vitae |  |  |
| **Forms**  |
| 5 | Promotion Application (Form 1) |  |  |
| 6 | Promotion Application (Form 2) |  |  |
| 7 | Verification Checklist |  |  |
| **Evidence of Effective Teaching** |
| 8 | Students Course Evaluations |  |  |
| 9 | Course Portfolios (At least two different courses)  |  |  |
| **Evidence of Scholarship** |
| 10 | Research Publications\* |  |  |
| 11 | Contribution in Collaboration Research Form (One form per each co-authored paper) |  |  |
| **Evidence of Service**  |
| 12 | Service  |  |  |
| **Others**  |
| 13 | Master and Doctorate Thesis  |  |  |
| 14 | Electronic Copy of CV and Publications  |  |  |

\*From Assistant to Associate Professor- Needs at least 4 Publications for Evaluation (One original + 3 copies of each publication).

\*From Associate to Full Professor- Needs at least 6 Publications for Evaluation (One original + 3 copies of each publication).

**Applicant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_

1. **Introduction**

1.1. Table of contents

1.2. Copy of University, college and department promotion criteria

1.3. Candidate's letter requesting promotion

1.4. Curriculum vitae

1. **Internal recommendations (Form 2)**

2.1. The Department Promotion Committee’s recommendation

2.2. The Department Chairperson's recommendation

2.3. The College Promotion Committee's recommendation

2.4. The College Dean's recommendation or endorsement

2.5. The University Academic Promotion Committee's recommendation

1. **External recommendations**

3.1. Letters of evaluation from four peer reviewers and related supporting material

1. **Evidence**

4.1. Teaching

4.2. Scholarship

4.3. Service