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 ARTP 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, 2012 (i.e., no earlier than Sept. 1, 2010).

   _____ 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 SIR II Assessments dated no earlier than two (2) years prior to the first day of the academic year, Sept. 1, 2012 (i.e., no earlier than Sept. 1, 2010).

   _____ 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: _____________________________________