

Checklist for Associate to full Professor (Promotion) Reviews

- Normal (8-year since tenure) Promotion Schedule**
- Early Promotion Schedule; _____ years since tenure**

Please attach this form to the top of your packet when delivering it to the Academic Affairs Office.

Name of reviewee: _____ **Dept.:** _____

Name of person who will act as Dept. Chair for review: _____

How do you want the Dean to contact you after your Promotion review?

email: _____ **or** **phone:** (_____) _____ - _____

Six hard copies of your primary review materials packet that includes:

- Your updated curriculum vitae
- Your ~10-15-page case-making narrative on your teaching, advising, scholarship, service, and DEI reflection since receiving tenure at Augustana. Please include a table or graph and analysis of your IDEA score summaries (with n=# respondents/total students) since receiving tenure.

In addition, please provide **one electronic version** of the primary review materials (CV & Narrative) and complete IDEA forms since receiving tenure. Please provide these and any other electronic documents via Google drive and share with both:

facultyreview@augustana.edu and facultyreviewcommitteegroup@augustana.edu

One copy of **selected** supplemental materials in **electronic form** via Google drive, in labeled folders. Please refer (or hyperlink) to an assortment of materials such as the following (include a few examples of evidence to give context to and support your narrative):

- Evidence of student learning (e.g., samples of student papers, exams, projects, your feedback on student work, and their subsequent improvement due to your input; pre- and post-test data; other assessment forms)
- Syllabi of courses
- Advising syllabus and evidence of advising engagement and/or effectiveness
- Books or articles that have been published or submitted/accepted for publication
- Evidence of creative projects or performances, reviews, etc. (i.e., soundtracks, photos...)
- Evidence of campus, professional, and/or public service
- Evidence of DEI work

Your Department Chair should electronically submit the Department Chair's letter of support to both addresses listed above.