

**COOPER MEDICAL SCHOOL OF ROWAN UNIVERSITY
CHECKLIST FOR FACULTY
PROMOTION**

NAME: _____

CURRENT FACULTY RANK: _____

NUMBER OF YEARS AT CURRENT FACULTY RANK: _____

PROPOSED FACULTY RANK: _____

EMPLOYED **COTERMINOUS** **VOLUNTEER**

DEPARTMENT: _____

DATE OF CMSRU APPOINTMENT: _____

DURATION OF CONTRACT/COOPER: _____

1. Checklist

2. Letter of intent from candidate to both departmental chair and the dean (one letter) cc: Vice Dean CMSRU (*Version 1/23/12*)

3. A summary submitted by the candidate (no more than 3 typed pages) outlining accomplishments and summarizing highlights of their career

4a. CMSRU Review Sheet for FACULTY PROMOTION (*Version 1/23/12*)

4b. Departmental Voting Form (*Version 1/23/12*)

5. Letter of Nomination by Department Chair

6. Report from Departmental Appointments and Promotions Committee

7. Letters of Recommendation (*As per Guidelines*)

8. Curriculum Vitae (*Version 1/23/12 format; do not remove sections*)

9. Teaching Dossier (*Follow Template 1/23/12*)

10. Personal Statement (*Optional*)