



FTA Faculty Promotion Coversheet

School of Medicine

Candidate Name (last, first, mi)	Banner ID	
School/College/Division	Department	
Primary School/College/Division	Primary Department/Program	
Secondary School/College/Division	Secondary Department/Program	
Tertiary School/College/Division	Tertiary Department/Program	
Current Rank	Appointment History	
	Initial WSU Rank	
	Initial WSU Appointment Date	
	Date of Promotion (if applicable)	
Requested Promotion		

Documentation Checklist

Provide the following documentation as a bookmarked PDF in the order listed below.

- 1. This form
- 2. Dean's letter of recommendation
- 3. School/College promotion & tenure committee's letter of recommendation
- 4. Chair's letter of recommendation
- 5. Departmental promotion & tenure committee's letter of recommendation
- 6. WSU professional record
- 7. Personal statement
- 8. Teaching portfolio
- 9. External evaluator summary and qualifications
- 10. External evaluators' letters
- 11. Sample letter sent to external evaluators
- 12. Miscellaneous information (optional)
- 13. School/College factors and department factors (if departmentalized)
- 14. Summary of funded research
- 15. Numbered list of publications forwarded
- 16. Publications, reprints, etc. (separate file--one copy)