

[Insert college name here]

*Request for Promotional Review*

**Name:**

**Current Rank:**

**Indicate department/program here**

**2025**

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**SECTION A: GENERAL INFORMATION**

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**SECTION A1**

***Request for Promotional Review***

**Request for Promotional Review**

I, **[Name Here]**, have reviewed the contents of the dossier, with the exception of confidential materials (if applicable), and concur that the materials included constitute the full and complete dossier I wish to put forward for evaluation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Candidate Signature Date

**SECTION A2**

***Promotional Review/Recommendation Signature Page***

**Promotional Review Signature Page**

This dossier has been reviewed by the signatories below.

**Reviewed by Dean or Designee**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Dean Signature Date

Reviewed/Recommended

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Provost Signature Date

Approval

**SECTION A3**

***College Level Standards/Criteria Statement***

Insert standards/criteria statement here

**SECTION A4**

***NTT Promotional Panel Letter of Recommendation***

NTT Promotional Panel letter will be inserted here by the committee

**SECTION A5**

***Dean’s Letter of Recommendation***

The Dean or designee will insert their letter here.

**SECTION A6**

***Advertisement and Position Announcement***

Insert Advertisement and Position Announcement here.

**SECTION A7**

***Employment Summary Form***



**SECTION A8**

***Curriculum Vitae or Resume***

*(Information in red text in the parenthetical is directional/informational in nature and should be deleted prior to submission. Information should be replaced as indicated.)*

**CURRICULUM VITAE OF (NAME)**

**I.**  **PROFESSIONAL AFFILIATION AND CONTACT INFORMATION**

**A. Present University Department or Unit:**

*[School/Program]*

*[Department/School Name]*

1. **Office Address:**

College of *[College Name****]***

Southern Illinois University

*[Street Address]*

Carbondale, IL 62901

Email:

**II. EDUCATION (***List in reverse chronological order; may include Certificates and/or Licenses.)*

[Degree(s); College or university; Dates]

1. **PROFESSIONAL EXPERIENCE (***List in reverse chronological order; include dates of employment, promotions in rank (with dates), and major changes in assignment (e.g., from teaching to administration).)*
2. **TEACHING EXPERIENCE**
3. **Teaching Interests and Specialties:**

*(Brief listing of areas of interest and/or specialties.)*

**B. Teaching and Training Grants:** *(List in reverse chronological order)*

*[****Format:*** *Grant Title, Funding Agency/Sponsor, Dates Funded]*

1. **Teaching Honors and Awards:** *(List in reverse chronological order)*

*[****Format****: Honor/Award, Awarding Agency/Sponsor, Date(s) Received]*

1. **Current Graduate Faculty Status:**

*(List Status)*

1. **Number of Master’s and Ph.D. Committees on which you have served:** *(may list names in addition to number of each)*

***[Format:*** *Number of Theses; Number of Dissertations; Name(s) (if desired)]*

1. **Names of Students who have completed Master’s Theses and Doctoral Dissertations under your Direction**: *(List in reverse chronological order)*

***[Format:*** *Student Name, Thesis/Dissertation, Year Completed (if available)]*

1. **Other:**

*[****Format:*** *List]*

1. **UNIVERSITY EXPERIENCE**

 **A. Department Committees:** *(List in reverse chronological order)*

*[****Forma****t: Name of Committee, Department, Date(s) Served]*

1. **College and University Committees and Councils:** *(List in reverse chronological order)*

*[****Format****: Name of Committee, College/University Name, Date(s) Served]*

1. **Other:** *(List in reverse chronological order)*

***[Format:*** *Name of Committee, Affiliation, Date(s) served]*

1. **PROFESSIONAL SERVICE**

 **A. Membership in Professional Associations:** *(List in reverse chronological order)*

 *[****Format****: Name of Association, Dates of Membership]*

**B. Offices Held and Honors Awarded in Professional Associations:** *(List in reverse chronological order)*

*[****Format****: Office held, or Honor awarded, Name of Association, Date(s) served or awarded]*

1. **Consultantships:** *(List in reverse chronological order)*

***[Format:*** *List name of agency or company, Nature of consultantship, Date(s) served]*

1. **Evaluation of Manuscripts for Journals and Book Publishers and of Grant Proposals for Agencies:** *(List in reverse chronological order)*

*[****Format****: List in format appropriate to discipline]*

1. **Papers and Presentations at Professional Meetings:** *(Other than those listed under “Research and Creative Activity”; list in reverse chronological order)*

***[Format:*** *List in format appropriate to discipline]*

1. **Other:** *(List in reverse chronological order)*

***[Format:*** *List in format appropriate to discipline]*

**VII. COMMUNITY SERVICE** *(List in reverse chronological order)*

 **[*Format:*** *Name of Agency or Group, Nature of service, Date(s) served]*

1. **RESEARCH AND CREATIVE ACTIVITY (If Applicable)**

**A. Interests and Specialties:**

*(Brief listing of areas of interests and/or specialties)*

 **B. Current Projects:**

*(Brief listing of areas of interest and/or specifications)*

 **C. Grants Applied For But Not Funded: (***List in reverse chronological order)*

***[Format:*** *Grant Title, Funding Agency/Sponsor, Proposed Dates Funded]*

**D. Grants Received** *(List in reverse chronological order)*

*[****Format:*** *Grant Title, Funding Agency/Sponsor, Dates Funded]*

**E. Honors and Awards:** *(List in reverse chronological order)*

*[****Format****: Honor/Award, Awarding Agency, Date(s) Received]*

**F. Papers and Presentations at Professional Meetings:**

*[****Format****: List in format appropriate to discipline]*

**G. Other:**

*[****Format****: List in format appropriate to discipline]*

**IX. PUBLICATIONS AND CREATIVE WORKS (If Applicable)** (include complete bibliographical information in format appropriate to discipline, list in reverse chronological order)

**A. Books:**

**B. Articles in Professional Journals:** *(include “in press” or “accepted” works, but note the status)*

**C. Creative Contributions:**

 **D. Chapters in Professional Books:**

**E. Popular and Creative Writing:**

 **F. Book Reviews:**

 **G. Other:**

**SECTION A9**

***Workload Assignments***

Insert workload assignment forms here

**SECTION A10**

***Annual Performance Reviews***

*(Insert a summary if applicable)*

Insert annual evaluations here

**SECTION B: TEACHING/PEDAGOGY (EVIDENCE OF SUSTAINED EXCELLENCE AND INNOVATION)**

**B1: Candidate’s Reflective Statement on Teaching/Pedagogy**

**B2: Summary of Teaching/Workload Assignments**

(Insert a summary of the evidence that will be found in this section)

**SECTION B1**

***Candidate’s Reflective Statement on Teaching/Pedagogy***

Insert reflective statement here

**SECTION B2**

***Summary of Teaching/Workload Assignments***

Insert summary of teaching assignments here

**Section C: EVALUATIONS OF TEACHING/PEDAGOGY: EVIDENCE OF SUSTAINED EXCELLENCE AND INNOVATION**

**C1: Student/Client Evaluations of Teaching/Pedagogy**

**C2:** **Peer Reviews of Teaching/Pedagogy**

**C3: External Evaluations of Teaching/Pedagogy**

**C4: Summaries of Other External Indicators of Sustained Excellence and Innovation (Within the scope/nature of the workload assignment)**

(Insert a summary of the evidence that will be found in this section)

**SECTION C1**

***Student/Client Evaluations of Teaching/Pedagogy***

Insert evidence and provide summary related to sustained excellence and innovation here

**SECTION C2**

***Peer Reviews of Teaching/Pedagogy***

Insert peer reviews here

**SECTION C3**

***External Reviews of Teaching/Pedagogy***

Insert external reviews and provide summary related to excellence and innovation here

**SECTION C4**

***Summaries of Other External Indicators of Sustained Excellence and Innovation (Within the scope/nature of the workload assignments)***

Insert external evidence and provide summary related to excellence and innovation here

**SECTION D: SUPPLEMENTAL MATERIALS, IF APPLICABLE (OUTSIDE THE SCOPE/NATURE OF THE WORKLOAD ASSIGNMENT):**

(This is not a required section and can be omitted)

**SECTION D1**

 **Supplemental Materials (Outside the scope/nature of the workload assignment)**

Insert supplemental materials and summary outside the scope/nature of the workload assignment, if applicable