**Promotion to the rank Associate Professor and above, Non-Tenure Track**

**FTE=.50 or greater**

**Required Documents to be submitted to RBHS Faculty Affairs via Perceptive Content**

Documents must be submitted in the order listed below:

[ ] Faculty Transaction Form (FTF)

[ ] Form NTT-1—RBHS Recommendation Information Form (completed by candidate via Faculty Survey)

[ ] RBHS Form NTT-2—Criteria Applicable to the Candidate (signed by candidate and chair)

[ ]  RBHS Form NTT-3—Report on Confidential Letters along with one sample of the letter that was sent out requesting letters of evaluation (completed by chair)

[ ]  RBHS Form NTT-3a—completed and attached to each of the letters of evaluation[[1]](#footnote-1) (minimum of 4 arm’s length letter required[[2]](#footnote-2)) (completed by chair)

[ ]  RBHS Form NTT-4—Narrative Summary of Departmental Recommendation (signed by chair)[[3]](#footnote-3)

[ ]  Report of the Reading Committee (optional, but recommended)

[ ]  Report of the Secondary Department Chair, Unit Director or Program Director (if applicable)

[ ]  RBHS Form 5—Narrative Summary of Dean’s Recommendation (signed by dean)

[ ]  Report of the Advisory Committee on Appointments and Promotions

[ ] Candidate’s current letter of appointment (i.e. Offer Letter)

[ ]  Candidate’s CV (in RBHS Format or from the Faculty Survey)

[ ]  Candidate’s Personal Statement (optional, but recommended)

[ ]  Appendix F—Inventory Listing of Materials to be Included in Package for Promotion (signed by candidate and chair)

 [ ]  Supplemental materials that the candidate wishes to be considered

[ ]  Any other documentation required by the department/unit

1. The packet must include ALL of the letters of evaluation that were received, regardless of arm’s length status, use a cover sheet to separate arm’s length letters from non-arm’s length letters. [↑](#footnote-ref-1)
2. Professional Practice Track requires 4 non-arm’s length letters. Arm’s length letters are not required for Professional Practice Track. [↑](#footnote-ref-2)
3. RBHS Form 4 should include recommended new term dates, if applicable. The Department Chair must notify the candidate of the department decision within five working days after the department vote. [↑](#footnote-ref-3)