**PROMOTION TO ASSOCIATE PROFESSOR ON TERM**

**Chair’s checklist of materials to be submitted to the FAS Dean and the Tenure Appointments and Promotions Committee**

**PHYSICAL SCIENCES AND ENGINEERING**

***\*\* The complete case must be submitted THREE WEEKS in advance of the committee meeting.\*\****

**STEP 1:** In Interfolio, edit the Dept Review Case for the faculty member and add the final step as **FAS Dean (Dept Vote- Yes)**. After adding this step, return to the case and upload the Department Faculty Vote form (<http://facultyadmin.yale.edu/fas-department-faculty-vote-form>). This should be done while the case is assigned to the department faculty. After uploading the vote, send the case forward to the **FAS Dean (Dept Vote- Yes)**.

**STEP 2:**  Create the TAC Review case in Interfolio ByCommittee and be sure to select the correct TAC Review template. Replace the Chair’s Assistant (place holder) committee with your equivalent of this committee. More than likely, you will want to bypass the candidate and send this forward to yourself for uploading the documents. For the packet due date, enter the date that is three weeks prior to the TAC meeting.

**STEP 3.** **Before uploading, convert all documents to pdfs. Be sure to eliminate any bookmarks.** Upload each document below using the naming conventions. The title of each item should include the corresponding letter on the checklist. If there are multiple items for that letter, append a number to the letter.

**STEP 4:** Verify that the packet is complete with no additional bookmarks and all documents are in the upright position then Send Forward to OFAS.

**STEP 5:** At least two weeks prior to the TAC meeting, deliver one copy of each piece of scholarship (e.g., book or article) that is not available online and is included in the case. These materials will be made available to committee members in advance of the promotion review meeting.  Deliver these items to Pamela Bosward in the FAS Dean’s Office, 1 Hillhouse Avenue, 2nd floor. (Faculty or departments that wish to have these materials back after the TAC case has been presented, must pick them up within two weeks after the TAC meeting or materials will be recycled.)

**Required Materials to be Uploaded to Interfolio**

**(**The naming conventions are in bold for the **Document Title, Document Type** for the fields in Interfolio.)

**A-a. Dept Case Summary, Case Summary** - The FAS Departmental Case Summary is available online at <http://facultyadmin.yale.edu/fas-departmentalcasesummary>.

**A-b. Candidate CV (Name, date of last revision), CV** - The candidate’s current CV (conforming to the [Candidate Case Materials](http://facultyadmin.yale.edu/candidate-case-materials-guidelines) guidelines. A list of all the courses taught by the candidate at Yale and the enrollments, either in the vita or in an addendum to the CV provided by the department. Administrative staff in departments and programs have access in FIS (which will be replaced by Workday) to obtain summary reports with this information.

**B-a. Candidate Research Statement, Research Statement** - A statement of 750-1000 words describing the candidate’s research program and future plans.

**B-b. Candidate Teaching Statement, Teaching Statement** - A statement of 500-750 words, about her or his teaching.

**C. Citations Data Set, Citations** - A set of data on citations to the candidate's work that will help in assessing the impact of that work. The source(s) of the data should be clearly identified and a statement provided that explains the choice of the database(s) from which the citation information is drawn.

**D. Scholarship Sample with Cover, Scholarship -** A set of 5 selected articles representing the candidate’s research program that will be read by the entire Tenure Appointments and Promotions Committee.  These are usually published or “in press” journal articles, and they should help the committee grasp the range and significance of the candidate's scholarship and research. Manuscripts in preparation or submitted are not acceptable. Include a list (cover sheet) with this section explaining the source (i.e. book or journal title) of each article and the page numbers.

**E-a. Template letter**, **Template letter** – Two template letters: (a) the initial email to potential referees asking them to evaluate the candidate, and (b) the follow-up email, which includes the detailed instructions for the review, sent to external evaluators after they have agreed to serve as referees.

**E-b. Referee List, Referee List** - A [Table](http://facultyadmin.yale.edu/referee-responses-table) that alphabetically lists scholars who were asked to be referees, followed by their institutional affiliation. Indicate whether the potential referees were suggested by the candidate, whether they were arms-length (i.e., persons, to the best of the department’s knowledge, who were or are not teachers/mentors/advisors or others who have a close personal relationship with the candidate), and whether they provided a letter.

After the Table, please include an alphabetized and annotated list of referees approved by the Divisional Director and the FAS Dean’s Office and asked for letters. After the name, indicate in bold whether the scholar provided a letter (“letter”), declined (“declined”), agreed but did not provide a letter (“agreed/no letter”), or did not reply.

The material describing each referee should include all of the information requested for the selection of referees in the [guidelines for promotion to associate on term](http://facultyadmin.yale.edu/physical-sciences-and-engineering-scholarship-guidelines-promotion-associate-professor-term) .

**E-c. Referee Preliminary Correspondence, Correspondence** - All preliminary correspondence seeking references (requests and responses), including those from potential referees who declined.

**E-d. Referee Letter (Last name of referee), Referee Letter** - All referee letters of evaluation received, organized alphabetically by referee surname. Minimum of six arms-length letters.

**F. Principal Mode of Publication, Publication mode** - A statement describing the principal mode of publication in the candidate’s field, for example journal articles, monographs, and/or conference proceedings. For those disciplines where principal publications are journal articles or conference proceedings, please list those that are the most highly regarded in the candidate’s subfield.