

Tenure Track Promotion		#Copies incl Orig)			Promotion	
		ASAC	Acad Affairs	HSAC	From Asst to Assoc Prof	From Assoc to Full Prof
Standard Order: #1-8						
1.	AP-2	6	4	8	◆	◆
	Full Curriculum Vita (dated w/page #s)					
	a) Personal					
	b) Education					
	c) Professional experience					
	d) Honors					
	e) Bibliography (show author order)					
	f) Books & chapters(incl pgs)					
	g) Refereed papers/articles (incl pgs); noted or separate category					
	h) Refereed unpublished oral presentations &/or abstracts	6	4	8	◆	◆
	i) Other non-refereed works (including book reviews)					
	j) Teaching activities: List courses for the past three years, number of students taught by section. Give names of graduate students supervised, thesis titles, and completion dates for degree work since employment at UNC-Chapel Hill. Undergraduate honors projects should be included as well.	6	4	8	◆	◆
	k) Grants (role, amount, dates, agency, etc.)	6	4	8	◆	◆
	l) Professional service	6	4	8	◆	◆
	m) Research statement	6	4	8	◆	◆
	n) Teaching statement	6	4	8	◆	◆
2.	Recommendation letter from the Dean to the EVC&P or from Chair endorsed by the Dean. [mark with tab]	6	4	8	◆	◆
3.	School/Department Promotions Committee report (if available)	6	4	8	◆	◆
4.	Copy of letter soliciting recommendation (see example)	6	4	8	◆	◆
5.	Outside letters of recommendation (at least four; include all letters received, not a selected subset) [mark with tab]	6	4	8	◆	◆
6.	Teaching evaluations: Summaries should be provided showing quantitative data which evaluates the teaching effectiveness. (Do not include individual student evaluations or grade sheets.)	6	4	8	◆	◆
7.	Peer evaluations	6	4	8	◆	◆
8.	Any additional information or materials that the school would like to submit but which is not duplicative of the above, e.g., support info on clinical service, and/or administrative duties.	6	4	8	◆	◆
Requirements Not Part of the Standard Order (include with Originals)						
9.	Copy of EPAWeb Action (or ATF Form)	1	1	1	◆	◆
10.	Recommendation for Joint Appt (if applicable)	1	1	1		

Updated: (04/07/09)