

***UNT Professional Faculty Promotion Checklist***

**The official dossier for lecturers or clinical faculty promotions must contain:**

- 1. University Information Form (VPAA-174 form)
- 2. Complete, current curriculum vita (CV)
- 3. Self-evaluation, personal narrative (maximum 750 words)
- 4. Unit promotion criteria
- 5. Cumulative results of annual evaluations and evidence of mentoring and support  
(*provided by the candidate*)
- 6. Summary evaluation of teaching effectiveness, including statistical summaries of  
student evaluation of teaching, interpretative comment on the statistical  
summaries, and other evidence of student learning (*provided by FIS*)
- 7. Recommendation of unit review committee
- 8. Recommendation of chair
- 9. Recommendation of college review committee
- 10. Recommendation of dean and/or executive dean if applicable

*For additional information, please reference UNT Policy 06.005  
Professional Faculty Reappointment and Promotion.*

VPAA forms are located at: <http://vpaa.unt.edu/faculty-resources/forms-and-templates>