

**A View from the Promotion  
Advisory Committee**

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**Our charge**

- To apply the unit criteria to the materials provided in the dossier and prepare a recommendation regarding promotion for the Vice Provost for Academic Affairs/Dean of Faculties
- Include *essential* evidence that supports the claim of quality in research/creative activities, teaching, and service in the dossier.
- Chairs: Use your letter to guide readers through the dossier.

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**Committee membership**

- No more than ten faculty members at least four of whom are from the professional schools and four of whom are from the College of Arts and Sciences
- Prepare your statements to that they can be understood by a diverse audience. Explain what is significant about your contributions in the context of your discipline.

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**Assembling an effective dossier**  
**General advice**

- Never underestimate the power of a comprehensive, well-organized dossier
- Clearly "assign" achievements to promotion criteria
- Don't let exhaustive become exhausting: Present *selective* evidence in support of the case
- Avoid unsubstantiated claims of brilliance

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**Unique aspects of the promotion decision**

- Promotion decisions are made based on past accomplishments
- There is no mandated timeline for promotion

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**Questions that come up in promotion cases**

- Why now?
- What counts as "in rank"?
- What does it mean to be a national leader in your discipline?

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