**Preparing for Promotion Worksheet**

**Current rank & title:**

**Years at current rank:**

**Year eligible for next promotion:**

|  |  |  |
| --- | --- | --- |
| **Component** | **Current Status** | **Action plan to complete component (by target date)** |
| **Promotion Process:***Do you understand the promotion process and what is required of you?* |  |  |
| **Criteria for Promotion:***Do you meet criteria for promotion to the next step*? |  |  |
| **Curriculum Vitae:***Is your CV current, complete, and in the required format?* |  |  |
| **Educational Activities:***Does your CV include a complete list of your educational activities?* |  |  |
| **Evidence of Teaching Effectiveness:***Do you have evaluations for all your teaching activities?* |  |  |
| **Letters of reference:***Do you have a list of proposed external & internal referees?* |  |  |
| **Narrative Statement:***Do you have a narrative statement?* |  |  |
| **Help & Advice:***Do you know who to ask for guidance on the process and for feedback on your readiness for promotion?* |  |  |
| **Overall Plan:***Do you have a defined plan for promotion by a specific date?* |  |  |