

Faculty Title and Rank	Administrative & Faculty Assessments (Section I-A)			Curriculum Vitae (Section II)	Personal Statement (Section III)	Letters of Reference (Section VI) Include: referee bios, sample solicitation letter and referee chart			Evidence of Scholarship and Professional Performance (Appendix -Section VII)	
	Recommendation for Appointment or Promotion, and Terms of Offer forms	Chair's Memo	Department Committee Memo	CV	Personal Statement	At least 3-4 letters (can be from internal referees)	At least 3-4 external letters (at least 2 arm's-length)	At least 3-4 external letters (at least 3 arm's-length)	VIIA – Evidence of Research (annual performance reviews, 3-4 peer-reviewed publications)	VIIIB – Evidence of Teaching (annual performance reviews, 2 years of teaching evaluations, educational materials developed)
Research Assistant Professor	✓	✓	✓	✓	✓	✓			✓	
Research Associate Professor	✓	✓	✓	✓	✓		✓		✓	*
Research Professor	✓	✓	✓	✓	✓			✓	✓	*
Lecturer	✓	✓	✓	✓	✓	✓			*	*
Senior Lecturer	✓	✓	✓	✓	✓	✓			*	**
Associate Professor of Engineering Practice	✓	✓	✓	✓	✓		✓		*	**
Professor of Engineering Practice	✓	✓	✓	✓	✓			✓	*	**
Professor of Engineering Practice, with Distinction	✓	✓	✓	✓	✓			✘	*	**
Adjunct Faculty (all ranks)	✓	✓	✓	✓	*	*			*	*
Visiting Professor (all ranks)	✓	✓	✓	✓	*	*			*	
Emeritus Faculty	✓	✓	✓	✓	*	*			*	
<b>Reappointments (all ranks)</b>	✓	✓	0	✓						
<b>Non-Reappointments</b>		✓	0	✓					✓	✓

\*If available

\*\* Required for promotion; provide for appointments, if available

✘ For “with Distinction” title, a minimum of five (5) arm’s length letters are required.

Note: Arm’s-length letters are from non-collaborators, non-co-authors, and persons not suggested by the candidate. Referee names must be approved by the Vice Dean for Faculty Affairs prior to soliciting letters.