

Checklist: Applying for Promotion

Timeline

- Talk to your chair about four years after you get tenure (you can apply after five).
- Map out your timeline and set deadlines for the items in this checklist.
- Plan when you will take your sabbaticals.

Expectations and assessment

- Ask your chair about the specific standards in your department and faculty.
- Find any faculty-specific instructions for applying for promotion (the Faculties of [Health](#) and [Environment](#) have posted these online).
- Identify any concerns from your tenure process or performance reviews and talk to your chair about how to address them.
- Arrange peer teaching evaluations with your chair and/or CTE.
- Identify 5–6 potential referees (note: don't contact them yourself).
- Find your faculty's [performance review guidelines](#) and your department's addendum.
- Know where to download your faculty's [performance review histograms](#) in Workday.

CV and candidate statement

- Talk to your chair about the required formatting or templates.
- Set a deadline for your first draft.
- Ask colleagues, a mentor, and/or AF&T to review your draft (and set a date).
- Ask recently promoted colleagues in your department and faculty if they'd be willing to share their own package.
- Create a file to collect notes and documentation about your teaching, research, and service contributions.
- Collect and review your activity reports, annual performance reviews, and reappointment letter.

Support and resources

- Read the page on [the promotion process](#) in the FAUW Faculty Guide.
- Gather any guiding documents on promotion provided by your department or faculty (these are typically available online or through your chair).
- Identify at least two faculty members in your department to whom you will reach out if you have questions about expectations.
- Find [upcoming sessions](#) of CTE workshops you need and register for them.
- Attend or review the resources from our [workshop for midcareer faculty](#).

