# Application for Academic-Rank Promotion/Transfer

# *Checklist*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant’s Name: | |  | | | |
| Signature: | |  | Date: |  |

* This checklist is to be included on the first page of the promotion portfolio
* Documents must be included in the following order:

|  |  |  |
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|  | | |
| 1. | Application letter submitted to the head of the applicant’s department |  |
|  |  |  |
| 2. | A copy of the appointment letter and copies of earlier transfer and/or promotion letters if applicable |  |
|  |  |  |
| 3. | Up to date copy of the applicant’s curriculum vitae |  |
|  |  |  |
| 4. | Completed application form (form PT.14.01) |  |
|  |  |  |
| 5. | A signed statement confirming that research articles submitted in this application are not derived from the applicants Master thesis nor from his/her Ph.D. dissertation (form PT.14.02) |  |
|  |  |  |
| 6. | A list of courses taught by the applicant in the last three years including the number of students registered in each course and the student evaluation score (form PT.14.03) |  |
|  |  |  |
| 7. | A copy of each research article submitted within this application, each with a cover page form (form PT.14.04) and a proof that the article is refereed and indexed |  |
|  |  |  |
| 8. | Copies of the applicants Master thesis and Ph.D. dissertation |  |
|  |  |  |
| 9. | Copies of the Master theses and Ph.D. dissertations supervised or co-supervised by the applicant |  |
|  | | |

The complete application must include:

|  |  |
| --- | --- |
| Promotion: | * Three hardcopies of items 1 through 7 |
|  | * Three hardcopies and softcopies (CD) of items 3, 4, and 7 |
|  | * One hardcopy of items 8 and 9 |
| Transfer: | * Two hardcopies of items 1 through 7 |
|  | * One hardcopy of items 8 and 9 |

I have received the complete application as checked above.

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| Department head: | |  | | | |
| Signature: | |  | Date: |  |