

## Promotion Do's and Don'ts

Do include all evaluation letters received (five independent **external** letters should be submitted).

Do include documentation of teaching performance (including educator's portfolio, evaluation summaries since last promotion, letters, candidate's records of supervising graduate students, etc.).

Do include a list with summary paragraphs describing each reviewer.

If a faculty member is being recommended for "tenure only" (without a change in title), do use the wording "is recommended for the granting of tenure to be held with his/her title of..."

Do refer to the department chair as "chair" or "chairperson" (not "chairman").

When using quotation marks, do put them outside of commas and periods; inside of semi-colons and colons.

Do be consistent in punctuation of journals, articles and book titles.

Do quote from **all** external reviewers received.

Do put the external review letters in the same order as they are referenced on the three-page summary, and label accordingly (A, B, C, D,...)

.....  
Do not put the candidate's personal data (social security number, birthday, age, marital status or number of children) on the vitae.

Do not use the phrase "full professor". Omit the word "full".

To protect anonymity of reviewers, do not use University-specific quotes; substitute [my institution], or something similar.

Do not use the word "young", even when quoting a reviewer. Substitute: [of his cohort] or [of her generation] or [of her professional age].

Do not number the pages of the three-page summary (Form B).

Do not staple anything.