

Solicited letters checklist for Adjunct Faculty Promotions

Candidate Name: _____ Appt Type: _____ Rank Sought: _____ Dept/Campus: _____

Solicited Letters = 2 required for promotion to Associate Rank, 4 required for promotion to Full Professor Rank

Letter Writer's Name	Full-time* faculty (2 required for all)	Any other letter writer (2 required for promo to full)	Rank	Letterhead	Signed

Candidate Name: _____ Appt Type: _____ Rank Sought: _____ Dept/Campus: _____

Solicited Letters = 2 required for promotion to Associate Rank, 4 required for promotion to Full Professor Rank

Letter Writer's Name	Full-time* faculty (2 required for all)	Any other letter writer (2 required for promo to full)	Rank	Letterhead	Signed

Candidate Name: _____ Appt Type: _____ Rank Sought: _____ Dept/Campus: _____

Solicited Letters = 2 required for promotion to Associate Rank, 4 required for promotion to Full Professor Rank

Letter Writer's Name	Full-time* faculty (2 required for all)	Any other letter writer (2 required for promo to full)	Rank	Letterhead	Signed

*Refer to the Adjunct Faculty policy for definition of full-time faculty