



FTA Faculty Promotion Coversheet

School of Medicine

Candidate Name (last, first, mi)	Banner ID	
School/College/Division	Department	
Primary School/College/Division	Primary Department/Program	
Secondary School/College/Division	Secondary Department/Program	
Tertiary School/College/Division	Tertiary Department/Program	
Current Rank	Appointment History	
	Initial WSU Rank	
	Initial WSU Appointment Date	
	Date of Promotion (if applicable)	
Requested Promotion		

Documentation Checklist

Provide the following documentation as a bookmarked PDF in the order listed below.

1. This form
2. Dean's letter of recommendation
3. School/College promotion & tenure committee's letter of recommendation
4. Chair's letter of recommendation
5. Departmental promotion & tenure committee's letter of recommendation
6. WSU professional record
7. Personal statement
8. Teaching portfolio
9. External evaluator summary and qualifications
10. External evaluators' letters
11. Sample letter sent to external evaluators
12. Miscellaneous information (optional)
13. School/College factors and department factors (if departmentalized)
14. Summary of funded research
15. Numbered list of publications forwarded
16. Publications, reprints, etc. (separate file--one copy)