

Checklist for MCS Promotion/Reappointment Case Documentation

Check	Item
	Table of Contents without page numbers.
	Department Report
	Signature Sheet (before the MCS Review Committee meeting)
	Curriculum Vitae <i>from the candidate.</i>
	Education/Service Statement <i>from the candidate.</i>
	Research Activities Statement <i>from the candidate.</i>
N/A	<i>Internal Letters</i>
	Sample request letter to internal referees.
	List of internal referees.
	Letters from referees.
N/A	<i>External Letters</i>
	Sample request letter to external referees.
	List of all external referees from whom letter were requested.
	Who proposed each referee? Candidate (C), Department (D) or Both (B)
	Letters from referees.
N/A	<i>Student Letters</i>
	Sample request letter to students.
	List of responding students.
	Who proposed each student? Candidate (C), Department (D) or Both (B)
	Total number of student letters requested.
	The departments procedure for choosing students. Nominally this should be randomly from students earning “passing grades” in courses taught by the candidate.
	Faculty Course Evaluations
	Appendix Material
	There are no page numbers on the report.