PROMOTION TO FULL PROFESSOR: REQUIRED MATERIALS FOR CANDIDATES (2018-19):

NOTE: We no longer require binders of printed materials. All required materials should be uploaded to our dedicated promotion review site (see link below) except for published books. One copy of each published book will still need to be delivered to the Dean’s Office.

DEADLINE: Friday, November 16, 2018.

- Department letter (with multiple signatures)
- List of suggested external referees.
- List of suggested benchmarks.
- List of suggested student referees.
- Internal reports on scholarship/teaching (if available).
- Letters from external reviewers (originals).
- Sample letter sent to external reviewers.
- CV.
- Candidate’s statement.
- Readers’ reports or reviews of the candidate’s work.
- Book contracts.
- Grant proposals and reviews.
- Citation index listings.
- Course syllabi.
- CTEC statistical summaries and summaries of comments
- Published books (one copy of each), book manuscripts, or page proofs
- Published and forthcoming articles and works in progress other than books, numbered according to the CV.

*Upload* electronic versions of EVERYTHING above (except published books) to https://promotionreview.weinberg.northwestern.edu/. SCANS should be 600 dpi resolution.

**Naming convention for electronic files (using the surname Smith as an example):**

- Smith_department_letter
- Smith_internal_department_report (on scholarship or teaching, if they exist)
- Smith_list_of_suggested_external_referees
- Smith_list_of_suggested_benchmarks
- Smith_list_of_suggested_student_referees
- Smith_cv
- Smith_statement
- Smith_external_referee_letters_to_the_department
- Smith_sample_letter
- Smith_publication_1 (etc., corresponding to list of numbered publications in the CV).
- Smith_grant_information
- Smith_citations
- Smith_book_reviews
- Smith_book_contract
- Smith_readers’_reports
- Smith_CTECs
- Smith_syllabi