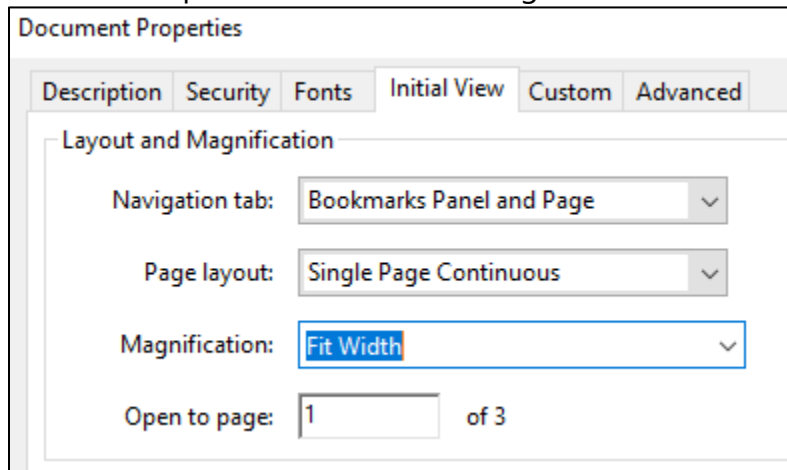


## Format Instructions for all .pdf files.

1. File → Properties → Initial View Tab
2. Make sure “bookmarks panel and page” and “fit width” are chosen.
3. Save the pdf file with these settings.



## Bookmarks

### Teaching Faculty

- Summary Cover Sheet
- Dean's/Director's Recommendation
- Faculty Response (optional)
- Department Chair's/Supervisor's Letter
- Department/Unit Narrative
- College/Center Narrative (optional)
- Peer Evaluation Letter #1
- Peer Evaluation Letter #2
- Written Criteria
- Curriculum Vita
- Courses Taught
- Assignments of Responsibility
- Teaching Statement
- Other Teaching Activities
- Evidence of Courses
- Grade Distribution
- SPCI Summary Reports
- Annual Evaluation Letters
- Progress Towards Promotion Letters
- Other Evidence

## **Research Faculty**

- Summary Cover Sheet
- Dean's/Director's Recommendation
- Faculty Response (optional)
- Department Chair's/Supervisor's Letter
- Department/Unit Narrative
- College/Center Narrative (optional)
- Outside Letter #1
- Outside Letter #2
- Outside Letter #3
- Written Criteria
- Curriculum Vita
- Assignments of Responsibility
- Research Statement
- External Grant Funding
- Other Research Activities
- Scholarly/Creative Accomplishment #1 (keep numbering each one separately)
- Annual Evaluation Letters
- Progress Towards Promotion Letters
- Other Evidence

## **Instructional Specialist**

- Summary Cover Sheet
- Dean's/Director's Recommendation
- Faculty Response (optional)
- Department Chair's/Supervisor's Letter
- Department/Unit Narrative
- College/Center Narrative (optional)
- Internal Letter #1
- Internal Letter #2
- Internal Letter #3 (optional)
- Written Criteria
- Curriculum Vita
- Assignments of Responsibility
- Instructional Support Statement
- Evidence of Excellence
- Annual Evaluation Letters
- Progress Towards Promotion Letters
- Other Evidence

## **Research Support**

- Summary Cover Sheet
- Dean's/Director's Recommendation
- Faculty Response (optional)
- Department Chair's/Supervisor's Letter
- Department/Unit Narrative
- College/Center Narrative (optional)
- Internal Letter #1
- Internal Letter #2
- Internal Letter #3 (optional)
- Written Criteria
- Curriculum Vita
- Assignments of Responsibility
- Research Support Statement
- Evidence of Activities
- Annual Evaluation Letters
- Progress Towards Promotion Letters
- Other Evidence

## **Librarians**

- Summary Cover Sheet
- Dean's/Director's Recommendation
- Faculty Response (optional)
- Department Chair's/Supervisor's Letter
- Department/Unit Narrative
- College/Center Narrative (optional)
- Written Criteria
- Curriculum Vita
- Assignments of Responsibility
- Demonstrated Excellence
- Continuing Education/Associations
- Evidence of Librarianship #1
- Evidence of Librarianship #2
- Evidence of Librarianship #3
- Evidence of Service
- Annual Evaluation Letters
- Progress Towards Promotion Letters
- Other Evidence