For each review year, include:

- Not Yet Submitted
- Supporting Materials
- Professional Service

The statement describes the candidate's achievements in institutional, disciplinary, and/or professional service, and includes the percentage of effort over years of performance or the entire time since the last promotion review) in their assigned performance areas only.

Candidates for promotion must include in their promotion dossiers appropriate documentation of their achievements during the review period (the last over years of performance or the entire time since the last promotion review) only.

If you have assigned responsibilities in service, this section is required. Include a list of professional service assignments, such as: service on committees, service on policy boards, service on professional organizations, service on charitable boards, service on community boards, supervision of graduate students, supervision of undergraduate research.

If any of the items below are part of your accomplishments and activities, this section is required:

- Publications
- Scholarly and/or creative activity published through a refereed electronic venue;
- Research reports submitted to sponsors;
- Published creative works;
- Scholarly papers;
- Articles;
- Books;
- Book Chapters;
- Conference proceedings;
- Funded and in progress;
- Completed;
- Under review.

Please upload the approval memo issued by the Office of the Provost.

Please upload a cover letter that describes your principal assignment and any secondary assignments over the course of the evaluation period. The letter should state your role or duties in the area in which the work was performed; the name of the department, institution, or organization in which the work was performed; the title or rank held by the faculty member; the dates during which the work was performed; and the title of the work.

Any and all APPR narratives provided by administrators and peers (e.g., faculty report, department head, dean).

Any and all other memos or letters of appreciation or thanks except when they include an explanation of the contribution made to teaching, research/scholarship/creative activity.

Questions?