**Checklist of documentation for the Council for Appointments and Promotions (CBBA)**

As soon as it is known that a nomination is to be made, please contact the CBBA secretary to agree in which meeting the nomination is to be made.

1. **Letter of nomination** for promotion to an associate professor including a motivation (or send the motivation separately). The department Director must always make the nomination, the motivation may be provided by another professor);
2. **Up-to-date CV**;
3. **Publication list possibly combined with a CV**, approved by the department Director. The publication list should be delivered to the CBBA secretary as early as possible in advance so that all the preparatory work can be done, preferably as soon as the decision to start the nomination procedure has been made;
4. **Progress & Development reports**; signed copies of the two most recent versions;
5. **Teaching assessments** for the last two years;
6. **External references**; at least two;
7. **Consent of the co-professors**, via a [standard e-mail.](http://www.eur.nl/fileadmin/ASSETS/ese/Personeel_en_Organisatie/CBBA/Format_mail_hoogleraren.docx) The department Director requests the professors involved to email their recommendations for the nomination directly to the secretary of the CBBA; and to do so well before the deadline of two weeks before the meeting, in order to ensure sufficient time for everyone to react;
8. **SMART Tenure Track** agreement if applicable;
9. **Executive Management Course [*Leergang Academisch Leiderschap*]**; confirmation that the future nominee has completed the course, or an explanation of why he/she has not (yet) done so.