

# Interfolio Materials Needed for P&H Packet

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## APPOINTMENTS – Full-Time

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### Clinical Track – Appointment as an Instructor

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#### Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.

#### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- Faculty teaching evaluations/summaries (optional).

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- Executive Summary of the Candidate's past, current, and future career path.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- Faculty teaching evaluations/summaries (optional).

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Department Chair's letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- Executive Summary of the past, current, and future career path of the candidate.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- Faculty teaching evaluations/summaries (optional).

Department Documents

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- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
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- Copy of the offer letter signed by the candidate.

Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- **Faculty teaching evaluations**/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education).

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.



Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- **Faculty teaching evaluations**/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education)

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the **Department P & H Committee** or equivalent recommending the appointment.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.
- Department Chair's letter to external referees.
- 3 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- **Executive Summary** of the candidate's past, current, and future career path and evidence of their excellence in teaching, such as a teaching statement, sample assignments, notes from students, etc.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- **Faculty teaching evaluations**/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education).

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.
- Letter from the **Department P & H Committee** or equivalent recommending the appointment.
- Department Chair's letter to external referees.
- 3 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- **Executive Summary** of the candidate's past, current, and future career path and evidence of their excellence in teaching, such as a teaching statement, sample assignments, notes from students, etc.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- **Faculty teaching evaluations**/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education).

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the **Department P & H Committee** or equivalent recommending the appointment.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.
- Department Chair's letter to external referees.
- 5 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

### Candidate Documents

- Updated CV with current email address.
- Executive Summary of the past, current, and future career path of the candidate.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- Faculty teaching evaluations/summaries (optional).

### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Department Chair's letter to external referees.
- 3 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution. NOTE: For ASSISTANT professors, recommendation letters are preferred to be outside of Tulane but an exception ***may be granted*** when all training has been completed at Tulane. Letters from colleagues, mentors, supervisors are acceptable for ASSISTANT Professors (particularly clinical track), as they provide important info about the potential of the candidate. But stricter criteria for independent (arms-length) evaluation letters are in place for senior ranks (Associate Professor or Professor).
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- Executive Summary of the past, current, and future career path of the candidate.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- Faculty teaching evaluations/summaries (optional).

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Department Chair's letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- Executive Summary of the past, current, and future career path of the candidate.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- Faculty teaching evaluations/summaries (optional).

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Department Chair's letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- Executive Summary of the past, current, and future career path of the candidate.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- Faculty teaching evaluations/summaries (optional).

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Department Chair's letter to external referees.
- 5 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.



## Emeritus/Emerita Professor Appointment

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Emeritus" may be recommended, at the discretion of the Executive Faculty, as a mark of recognition of a faculty member retiring by reason of age or health. If the faculty does not meet the criteria to be designated as "Emeritus" upon retirement, the suffix "Retired" will be used when the Executive Faculty wishes to recognize past services.

### Candidate Documents

- Updated CV with current email address.
- Letter or documents from the candidate to support the appointment

### Department Documents

- Letter from the Departmental Chair supporting the appointment
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.

## APPOINTMENTS – Part-Time (Salaried)

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### Clinical Instructor

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“Clinical” is a prefix added in front of the rank signifying part-time paid service of a faculty member working in a clinical role.

#### Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.

#### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

## Clinical Assistant Professor

---

“Clinical” is a prefix added in front of the rank signifying part-time paid service of a faculty member working in a clinical role.

### Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.

### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

## Clinical Associate Professor

---

“Clinical” is a prefix added in front of the rank signifying part-time paid service of a faculty member working in a clinical role.

### Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.

### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Department Chair’s letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

## Clinical Professor

---

“Clinical” is a prefix added in front of the rank signifying part-time paid service of a faculty member working in a clinical role.

### Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.

### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Department Chair’s letter to external referees.
- 5 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

## Adjunct Instructor

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“Adjunct” is a prefix added in front of the rank signifying part-time, paid service of a non-clinical faculty member.

### Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.

### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

## Adjunct Assistant Professor

---

“Adjunct” is a prefix added in front of the rank signifying part-time, paid service of a non-clinical faculty member.

### Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.

### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Evidence of approval/posting of the position or waiver - which means providing either the Interfolio # showing national search/posting of the position or documentation of an external recruitment firm who handled the hiring, or upload the waiver approved by the Provost Office.
- Copy of the offer letter signed by the candidate.

## Adjunct Associate Professor

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“Adjunct” is a prefix added in front of the rank signifying part-time, paid service of a non-clinical faculty member.

### Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.

### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
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- Copy of the offer letter signed by the candidate.



## Adjunct Professor

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“Adjunct” is a prefix added in front of the rank signifying part-time, paid service of a non-clinical faculty member.

### Candidate Documents

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- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.

### Department Documents

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- Copy of the offer letter signed by the candidate.

## **APPOINTMENTS – Part-Time (Non-Salaried)**

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### Adjunct Instructor

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“Adjunct” is a prefix added in front of the rank signifying part-time, unpaid service of the faculty member.

#### Candidate Documents

- Updated CV with current email address.
- Medical License or Terminal Degree Verification

#### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.

## Adjunct Assistant Professor

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“Adjunct” is a prefix added in front of the rank signifying part-time, unpaid service of the faculty member.

### Candidate Documents

- Updated CV with current email address.
- Medical License or Terminal Degree Verification

### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.

## Adjunct Associate Professor

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“Adjunct” is a prefix added in front of the rank signifying part-time, unpaid service of the faculty member.

### Candidate Documents

- Updated CV with current email address.
- Medical License or Terminal Degree Verification

### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Department Chair’s letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

## Adjunct Professor

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“Adjunct” is a prefix added in front of the rank signifying part-time, unpaid service of the faculty member.

### Candidate Documents

- Updated CV with current email address.
- Medical License or Terminal Degree Verification

### Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the appointment.
- Department Chair’s letter to external referees.
- 5 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

## PROMOTIONS – Full-Time

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### Clinical Track – Promotion to Assistant Professor

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#### Candidate Documents

- Updated CV with current email address.
- Faculty teaching evaluations/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education) (required)

#### Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 3 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution. NOTE: For ASSISTANT professors, recommendation letters are preferred to be outside of Tulane but an exception ***may be granted*** when all training has been completed at Tulane. Letters from colleagues, mentors, supervisors are acceptable for ASSISTANT Professors (particularly clinical track), as they provide important info about the potential of the candidate. But stricter criteria for independent (arms-length) evaluation letters are in place for senior ranks (Associate Professor or Professor).

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- Executive Summary of the past, current, and future career path of the candidate.
- Faculty teaching evaluations/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education) (required)

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

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- Updated CV with current email address.
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- Executive Summary of the past, current, and future career path of the candidate.
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- Faculty teaching evaluations/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education) (required)

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- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
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- Faculty teaching evaluations/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education) (required)

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- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 5 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

### Candidate Documents

- Updated CV with current email address.
- Faculty teaching evaluations/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education) (required)

### Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 3 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution. NOTE: For ASSISTANT professors, recommendation letters are preferred to be outside of Tulane but an exception ***may be granted*** when all training has been completed at Tulane. Letters from colleagues, mentors, supervisors are acceptable for ASSISTANT Professors (particularly clinical track), as they provide important info about the potential of the candidate. But stricter criteria for independent (arms-length) evaluation letters are in place for senior ranks (Associate Professor or Professor).

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- Executive Summary of the past, current, and future career path of the candidate.
- Faculty teaching evaluations/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education) (required)

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- Executive Summary of the past, current, and future career path of the candidate.
- Faculty teaching evaluations/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education) (required)

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 5 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- **Faculty teaching evaluations**/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education).

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Department Chair's letter to external referees.
- 3 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

Candidate Documents

- Updated CV with current email address.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- **Faculty teaching evaluations**/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education)

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the **Department P & H Committee** or equivalent recommending the appointment.
- Department Chair's letter to external referees.
- 3 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.



Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- **Executive Summary** of the candidate's past, current, and future career path and evidence of their excellence in teaching, such as a teaching statement, sample assignments, notes from students, etc.
- Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
- **Faculty teaching evaluations**/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education).

Department Documents

- Letter from the Departmental Chair supporting the appointment and outlining the role/responsibilities in the School of Medicine.
- Letter from the **Department P & H Committee** or equivalent recommending the appointment.
- Department Chair's letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.





Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- Executive Summary of the past, current, and future career path of the candidate.
- Faculty teaching evaluations/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education) (required)

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

Candidate Documents

- Updated CV with current email address.
- Copies of 2 published manuscripts that best reflects faculty work.
- Executive Summary of the past, current, and future career path of the candidate.
- Faculty teaching evaluations/summaries (requested by the candidate from Office of Medical Education and/or Graduate Medical Education) (required)

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 5 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

## PROMOTIONS – Part-Time (Salaried)

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### Clinical Assistant Professor

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#### Candidate Documents

- Updated CV with current email address.

#### Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 3 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution. NOTE: For ASSISTANT professors, recommendation letters are preferred to be outside of Tulane but an exception ***may be granted*** when all training has been completed at Tulane. Letters from colleagues, mentors, supervisors are acceptable for ASSISTANT Professors (particularly clinical track), as they provide important info about the potential of the candidate. But stricter criteria for independent (arms-length) evaluation letters are in place for senior ranks (Associate Professor or Professor).

Candidate Documents

- Updated CV with current email address.

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

Candidate Documents

- Updated CV with current email address.

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 5 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.



Candidate Documents

- Updated CV with current email address.

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 3 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution. NOTE: For ASSISTANT professors, recommendation letters are preferred to be outside of Tulane but an exception ***may be granted*** when all training has been completed at Tulane. Letters from colleagues, mentors, supervisors are acceptable for ASSISTANT Professors (particularly clinical track), as they provide important info about the potential of the candidate. But stricter criteria for independent (arms-length) evaluation letters are in place for senior ranks (Associate Professor or Professor).

Candidate Documents

- Updated CV with current email address.

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

Candidate Documents

- Updated CV with current email address.

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 5 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

## Promotion to Part-Time Non-Salaried

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### Adjunct Assistant Professor

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#### Candidate Documents

- Updated CV with current email address.

#### Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 3 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution. NOTE: For ASSISTANT professors, recommendation letters are preferred to be outside of Tulane but an exception ***may be granted*** when all training has been completed at Tulane. Letters from colleagues, mentors, supervisors are acceptable for ASSISTANT Professors (particularly clinical track), as they provide important info about the potential of the candidate. But stricter criteria for independent (arms-length) evaluation letters are in place for senior ranks (Associate Professor or Professor).

Candidate Documents

- Updated CV with current email address.

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 4 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

Candidate Documents

- Updated CV with current email address.

Department Documents

- Letter from the Departmental Chair supporting the promotion and outlining the role/responsibilities in the School of Medicine.
- Letter from the Departmental P & H Committee or equivalent recommending the promotion
- Department Chair's letter to external referees.
- 5 External letters of Evaluation from faculty of the same rank (or higher) from an academic institution.

## Change of Status

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### Full-time Salaried to Part-time Non-Salaried

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#### Candidate Documents

- Updated CV with current email address.

#### Department Documents

- Letter from the departmental chair supporting the change of status

### Full-time Salaried to Part-time Salaried

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#### Candidate Documents

- Updated CV with current email address.

#### Department Documents

- Letter from the departmental chair supporting the change of status

### Part-time Salaried to Full-time Salaried

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#### Candidate Documents

- Updated CV with current email address.

#### Department Documents

- Letter from the departmental chair supporting the change of status

## Change of Track

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### Non-Tenure Track to Non-Tenure Track

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#### Candidate Documents

- Updated CV with current email address.
- Signed statement from the faculty member requesting the change in track within the non-tenure series, outline of proposed duties and responsibilities that align with the new track, and the notation of the understanding that the position in the new track does not lead to tenure and is eligible for renewal annually

#### Department Documents

- Memorandum from the department chair requesting the change, with the effective date of the change, outlining the reason for the request and the role of the faculty member in the new track, and summarizing the recommendations of the departmental committee review
- Assessment and recommendation of the departmental P & H committee or equivalent committee regarding the track change request



### Candidate Documents

- Updated CV with current email address.
- Signed statement from the faculty candidate requesting the change to tenure track, and acknowledging the tenure clock and required review deadlines
- Personal/Career statement of the faculty member outlining the 3-5 year plan on the tenure track (planned strategies and approaches to meet criteria in research, teaching, and service)

### Department Documents

- Memorandum from the department chair requesting the change, outlining the reason for the request and the role of the faculty member in the new track, and summarizing the recommendations of the departmental committee review. Effective date of the track change requested and length of the tenure clock must be included in the request
- Assessment and recommendation of the departmental P & H or equivalent committee regarding the track change request
- Verification that a national search was conducted at time of initial appointment
- Letter of support from the Center Director or equivalent (OPTIONAL)
- External letters supporting the track change (OPTIONAL)

### Candidate Documents

- Updated CV with current email address.
- Signed statement from the faculty candidate requesting the track change, outline of proposed duties and responsibilities that align with the new track, and the notation of the understanding that the position in the new track does not lead to tenure and is eligible for renewal annually

### Department Documents

- Memorandum from the department chair requesting the change with the proposed effective date of the change, outlining the proposed duties and responsibilities that align with the new track, and summarizing the recommendations of the departmental committee review
- Assessment and recommendation of the departmental P & H or equivalent committee regarding the track change

## Third-Year Reviews

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### Candidate Documents

- Updated CV with current email address.
- Career/Professional Statement from the faculty member highlighting their accomplishments and their goals

### Department Documents

- Letter from the departmental chair indicating whether or not reappointment on the tenure track is recommended
- Chair's summary of the findings signed by both the chair and the faculty member
- Departmental P & H or equivalent review of the faculty member

## Secondary Appointments

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A full-time or part-time faculty member who contributes meaningfully to the mission of a department other than their primary appointment can receive a secondary appointment. The academic titles of faculty with secondary appointments will have a prefix of “Adjunct” before their rank in the secondary appointment.

### Candidate Documents

- Updated CV with current email address.

### Department Documents

- Letter from the departmental chair supporting the appointment also signed by the departmental chair of the primary department

## Retirements, Resignations, and Terminations

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### Candidate Documents

- Faculty member's letter of resignation (if applicable)

### Department Documents

- Letter from the departmental chair notifying the Office of Faculty Affairs of the retirement, resignation, or termination and giving the effective date

## Key Terms, Tips, and FAQs

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**External letters of Evaluation:** These are letters from faculty at academic institutions who are independent experts in the candidate's field. The purpose of external letters of evaluation are to have independent (neutral) third-party experts in the field evaluate and summarize for the P&H Committee (who probably don't work in the candidate's field) whether the candidate's contributions to scholarship/research/service would earn them the requested rank at the evaluator's institution and if they meet Tulane's criteria. Ideally, they will not have collaborated or worked with the candidate in the past 5 years and never served as a mentor. Independent letters of evaluation are given significant weight when reviewing candidates. The Provost Office has published guidance about Letters of Evaluation, and the guidelines for Letters of Evaluation for those on the Tenure Track or seeking appointments with Tenure can be found, [here](#). The links to the SOM P&H appointment criteria can be found on [OFA's webpage](#), which includes links to the [Appointment and Promotion Criteria in the Non-Tenure Series](#).

External Evaluation Letters that don't meet criteria and should not be attached to a packet:

- Unsigned letters
- Letters not on letterhead
- Letters from someone who doesn't work at a university or academic institution
- Letters from someone with a lower rank than candidate
- Local letters (Tulane, LSU, etc)
- Letters from a mentor or someone who was a close collaborator (grants/publication) within the last 5 years.

**Best letters of evaluation come from:**

- Experts in the field who are unknown to the candidate
- Experts who can speak to the candidate's national or international recognition

**Letters of Recommendation:** These are letters from someone familiar with the candidate's work who can evaluate their professional practice and likelihood to contribute to the Tulane SOM's missions.

**Executive Summary:** This is an opportunity for candidates to summarize, synthesize, and showcase how the information in their CV and course evaluations demonstrates that their accomplishments since their last promotion fulfill the criteria for appointment in each of the SOM's missions. The candidate should also provide a paragraph summarizing their plans for their future career growth and trajectory.

**CV:** The Office of Faculty Affairs encourages candidates to review the tips and CV format recommendations, which can be found on its Appointments, Promotions webpage, [here](#). Tips include: numbering all lists (newest first), and **bold underline** the candidate's name. Because regional, national, and international recognition is a criterion for promotion, be sure to include dates and details about location for presentations, etc.

**Effective Date for Promotion.** After completion of the P&H review process and approval by the Provost, promotions will take effect on the next, upcoming July 1 or January 1. Promotions typically take about 6 months to progress through the P&H review process.

