

# 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.
- Department Chair's letter to external referees.
- 3 external letters of evaluation from referees of the same rank. or preferably higher. 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 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 referees of the same rank. or preferably higher.
- 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 referees of the same rank.
- 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 (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 referees of the same rank. or preferably higher. 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).
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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 referees of the same rank. or preferably higher.
- 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 referees of the same rank.
- 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 (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 referees of the same rank. or preferably higher. 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 referees of the same rank. or preferably higher.
- 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.
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- 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 referees of the same rank.
- 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.

## Instructional Track – Appointment as a Senior Lecturer

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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.
- **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.

## Instructional Track – Appointment as a Senior 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.
- **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 referees of the same rank. (or higher).

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.
- **4 External letters of evaluation** from referees of the same rank. (or higher).

## Instructional Track – Appointment as a Senior Professor of the Practice

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### 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 referees of the same rank. (or higher).

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 referees of the same rank. or preferably higher. 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 referees of the same rank. Or preferably higher.
- 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 referees of the same rank. or preferably higher.
- 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 referees of the same rank.
- 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.
- Department Chair’s letter to external referees.
- 3 external letters of evaluation from referees of the same rank. or preferably higher. 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.

## 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 referees of the same rank. or preferably higher.
- 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 referees of the same rank.
- 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

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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.
- Department Chair’s letter to external referees.
- 3 external letters of evaluation from referees of the same rank. or preferably higher. 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.

## 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.
- Department Chair’s letter to external referees.
- 4 external letters of evaluation from referees of the same rank. or preferably higher.
- 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 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.
- Department Chair’s letter to external referees.
- 5 external letters of evaluation from referees of the same rank.
- 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.

## **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.
- Department Chair’s letter to external referees.
- 3 external letters of evaluation from referees of the same rank. or preferably higher. 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).

## 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 referees of the same rank. or preferably higher.

## 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 referees of the same rank.

## 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 referees of the same rank. or preferably higher. 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 referees of the same rank. or preferably higher.

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 referees of the same rank.



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 referees of the same rank. or preferably higher. 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 referees of the same rank. or preferably higher.

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 referees of the same rank.

### 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 referees of the same rank. or preferably higher. 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 referees of the same rank. or preferably higher.

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 referees of the same rank.

## Instructional Track – Promotion to Senior Lecturer

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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.
- **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.

## Instructional Track – Promotion to Senior 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.
- **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 referees of the same rank. (or higher).



### 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.
- **5 External letters of evaluation** from referees of the same rank. (or higher).

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 referees of the same rank. or preferably higher.

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 referees of the same rank. or preferably higher.

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 referees of the same rank. or preferably higher.

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 referees of the same rank.

## 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 referees of the same rank. or preferably higher. 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 referees of the same rank. or preferably higher.

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 referees of the same rank.



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 referees of the same rank. or preferably higher. 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 referees of the same rank. or preferably higher.

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 referees of the same rank.

## 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 referees of the same rank. or preferably higher. 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 referees of the same rank. or preferably higher.

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 referees of the same rank.

## 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