

# **Personnel and Honors Packet Contents for Interfolio**

*Updated: May 11, 2020*

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# **Appointment as an Instructor in the Clinical Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as an Assistant Professor in the Clinical Track**

## **Candidate Documents**

- Current 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
- Evidence of approval/posting of the position or waiver by OIE
- Copy of the offer letter signed by the candidate



# **Appointment as an Associate Professor in the Clinical Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Professor in the Clinical Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as an Instructor in the Research Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as an Assistant Professor in the Research Track**

## **Candidate Documents**

- Current 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
- Evidence of approval/posting of the position or waiver by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as an Associate Professor in the Research Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Professor in the Research Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as an Instructor in the Education Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as an Assistant Professor in the Education Track**

## **Candidate Documents**

- Current 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
- Evidence of approval/posting of the position or waiver by OIE
- Copy of the offer letter signed by the candidate



# **Appointment as an Associate Professor in the Education Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Professor in the Education Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as an Assistant Professor in the Tenure Track**

## **Candidate Documents**

- Current 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
- Evidence of approval/posting of the position or waiver by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as an Associate Professor in the Tenure Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as an Associate Professor with Tenure**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Professor with Tenure**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as an Instructor in the Instructional Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Lecturer in the Instructional Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate



# **Appointment as a Professor of the Practice in the Instructional Track**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as Emeritus/Emerita Professor**

## **Candidate Documents**

- Current 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

# **Appointment as a Part-Time Salaried Clinical Instructor**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Part-Time Salaried Clinical Assistant Professor**

## **Candidate Documents**

- Current 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
- Evidence of approval/posting of the position or waiver by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Part-Time Salaried Clinical Associate Professor**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Part-Time Salaried Clinical Professor**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Part-Time Salaried Adjunct Instructor**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Part-Time Salaried Adjunct Assistant Professor**

## **Candidate Documents**

- Current 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
- Evidence of approval/posting of the position or waiver by OIE
- Copy of the offer letter signed by the candidate



# **Appointment as a Part-Time Salaried Adjunct Associate Professor**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Part-Time Salaried Adjunct Professor**

## **Candidate Documents**

- Current 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 by OIE
- Copy of the offer letter signed by the candidate

# **Appointment as a Part-Time Non-Salaried Adjunct Instructor**

## **Candidate Documents**

- Current 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

# **Appointment as a Part-Time Non-Salaried Adjunct Assistant Professor**

## **Candidate Documents**

- Current 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

# **Appointment as a Part-Time Non-Salaried Adjunct Associate Professor**

## **Candidate Documents**

- Current 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

# **Appointment as a Part-Time Non-Salaried Adjunct Professor**

## **Candidate Documents**

- Current 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

# **Promotion to Assistant Professor in the Clinical Track**

## **Candidate Documents**

- Current 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

# Promotion to Associate Professor in the Clinical Track

## Candidate Documents

- Current 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



# **Promotion to Professor in the Clinical Track**

## **Candidate Documents**

- Current 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

# **Promotion to Assistant Professor in the Research Track**

## **Candidate Documents**

- Current 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

# **Promotion to Associate Professor in the Research Track**

## **Candidate Documents**

- Current 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

# Promotion to Professor in the Research Track

## Candidate Documents

- Current 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

# **Promotion to Assistant Professor in the Education Track**

## **Candidate Documents**

- Current 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

# **Promotion to Associate Professor in the Education Track**

## **Candidate Documents**

- Current 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

# **Promotion to Professor in the Education Track**

## **Candidate Documents**

- Current 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

# Promotion to Associate Professor with Tenure

## Candidate Documents

- Current 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



# Promotion to Professor with Tenure

## Candidate Documents

- Current 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

# **Promotion to Senior Instructor in the Instructional Track**

## **Candidate Documents**

- Current 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

# **Promotion to Senior Lecturer in the Instructional Track**

## **Candidate Documents**

- Current 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

# **Promotion to Senior Professor of the Practice in the Instructional Track**

## **Candidate Documents**

- Current 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

# **Promotion to Part-Time Salaried Clinical Assistant Professor**

## **Candidate Documents**

- Current 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

# **Promotion to Part-Time Salaried Clinical Associate Professor**

## **Candidate Documents**

- Current 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

# **Promotion to Part-Time Salaried Clinical Professor**

## **Candidate Documents**

- Current 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 Salaried Adjunct Assistant Professor**

## **Candidate Documents**

- Current 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



# **Promotion to Part-Time Salaried Adjunct Associate Professor**

## **Candidate Documents**

- Current 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

# **Promotion to Part-Time Salaried Adjunct Professor**

## **Candidate Documents**

- Current 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 Adjunct Assistant Professor**

## **Candidate Documents**

- Current 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

# **Promotion to Part-Time Non-Salaried Adjunct Associate Professor**

## **Candidate Documents**

- Current 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

# **Promotion to Part-Time Non-Salaried Adjunct Professor**

## **Candidate Documents**

- Current 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 from Full-time Salaried to Part-time Non-Salaried**

### **Candidate Documents**

- Current CV with current email address

### **Department Documents**

- Letter from the departmental chair supporting the change of status

## **Change of Status from Full-time Salaried to Part-time Salaried**

### **Candidate Documents**

- Current CV with current email address

### **Department Documents**

- Letter from the departmental chair supporting the change of status

## **Change of Status from Part-time Salaried to Full-time Salaried**

### **Candidate Documents**

- Current CV with current email address

### **Department Documents**

- Letter from the departmental chair supporting the change of status

# **Change of Track from Non-Tenure Track to Non-Tenure Track**

## **Candidate Documents**

- Current 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

# **Change of Track from Non-Tenure Track to Tenure Track**

## **Candidate Documents**

- Current 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
- Letter of support from the Center Director or equivalent (OPTIONAL)
- External letters supporting the track change (OPTIONAL)



# **Change of Track from Tenure Track to Non-Tenure Track**

## **Candidate Documents**

- Current 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**

### **Candidate Documents**

- Current 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**

### **Candidate Documents**

- Current 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**

### **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