



Checklist of P&H Packet Materials for Appointments and Promotions

Revised: July 13, 2021

Additional information and/or assistance with
Tulane's career advancement process or Tulane
School of Medicine's Personnel and Honors
Committee can be found online at
<https://medicine.tulane.edu/home/faculty-affairs>
or by calling 504-988-5328.

Checklist of P&H Packet Materials for Appointments and Promotions

Table of Contents

CLINICAL TRACK.....	2
RESEARCH TRACK.....	3
EDUCATION TRACK.....	5
INSTRUCTIONAL TRACK	7
TENURE TRACK.....	8
APPOINTMENTS WITH TENURE	9
PART-TIME SALARIED (CLINICAL OR ADJUNCT).....	10
PART-TIME NON-SALARIED (ADJUNCT)	11
EMERITUS/EMERITA PROFESSOR	12
CHANGE OF STATUS	13
SECONDARY APPOINTMENTS.....	13
RETIREMENTS, RESIGNATIONS, AND TERMINATIONS	13
CHANGE OF TRACK.....	14

Clinical Track

P&H Interfolio Packet Checklist

Instructor	Assistant Professor	Associate Professor	Professor	Required Appointment or Promotion materials:
				CANDIDATE DOCUMENTS
✓	✓	✓	✓	Current CV with current email address.
✓	✓	✓	✓	Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training. <i>(Only necessary for Appointments)</i>
		✓	✓	Copies of 2 published manuscripts that best reflects faculty work.
		✓	✓	Executive Summary of the candidate's past, current, and future career path.
<i>optional</i>	<i>optional</i>	✓	✓	Teaching Evaluations since last promotion. <i>(Optional for appointment but required for promotion)</i>
				DEPARTMENT DOCUMENTS
✓	✓	✓	✓	Letter from the Department Chair supporting the candidate's appointment/promotion and outlining the role, responsibilities, and/or achievements in the School of Medicine.
✓	✓	✓	✓	Evidence of approval/posting of the position, or waiver by OIE. <i>(Only necessary for initial Appointments).</i>
✓	✓	✓	✓	Copy of the offer letter signed by the candidate. <i>(Only necessary for initial Appointments)</i>
	✓	✓	✓	Letter from the Department P & H Committee or equivalent recommending the appointment.
	✓	✓	✓	Department Chair's letter to external referees.
	3	4	5	External letters of evaluation from referees of the same rank (or higher).

Research Track

P&H Interfolio Packet Checklist

Instructor	Assistant Professor	Associate Professor	Professor	Required Appointment or Promotion materials:
				CANDIDATE DOCUMENTS
✓	✓	✓	✓	Current CV with current email address.
✓	✓	✓	✓	Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training. (<i>Only necessary for Appointments</i>)
		✓	✓	Copies of 2 published manuscripts that best reflects faculty work.
		✓	✓	Executive Summary of the candidate's past, current, and future career path.
<i>optional</i>	<i>optional</i>	✓	✓	Teaching Evaluations since last promotion. (<i>Optional for appointment but required for promotion</i>)
				DEPARTMENT DOCUMENTS
✓	✓	✓	✓	Letter from the Department Chair supporting the candidate's appointment/promotion and outlining the role, responsibilities, and/or achievements in the School of Medicine.
✓	✓	✓	✓	Evidence of approval/posting of the position, or waiver by OIE. (<i>Only necessary for initial Appointments</i>).
✓	✓	✓	✓	Copy of the offer letter signed by the candidate. (<i>Only necessary for initial Appointments</i>).
	✓	✓	✓	Letter from the Department P & H Committee or equivalent recommending the appointment.
	✓	✓	✓	Department Chair's letter to external referees.
	3	4	5	External letters of evaluation from referees of the same rank (or higher).

Education Track

P&H Interfolio Packet Checklist

Instructor	Assistant Professor	Associate Professor	Professor	Required Appointment or Promotion materials:
				CANDIDATE DOCUMENTS
✓	✓	✓	✓	Current CV with current email address.
✓	✓	✓	✓	Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training. (<i>Only necessary for Appointments</i>).
		✓	✓	Copies of 2 published manuscripts that best reflects faculty work.
		✓	✓	Executive Summary of the candidate's past, current, and future career path.
<i>optional</i>	<i>optional</i>	✓	✓	Teaching Evaluations since last promotion. (<i>Optional for appointment but required for promotion</i>)
				DEPARTMENT DOCUMENTS
✓	✓	✓	✓	Letter from the Department Chair supporting the candidate's appointment/promotion and outlining the role, responsibilities, and/or achievements in the School of Medicine.
✓	✓	✓	✓	Evidence of approval/posting of the position, or waiver by OIE. (<i>Only necessary for initial Appointments</i>).
✓	✓	✓	✓	Copy of the offer letter signed by the candidate. . (<i>Only necessary for initial Appointments</i>).
	✓	✓	✓	Letter from the Department P & H Committee or equivalent recommending the appointment.
	✓	✓	✓	Department Chair's letter to external referees.
	3	4	5	External letters of evaluation from referees of the same rank (or higher).

Instructional Track

P&H Interfolio Packet Checklist

Lecturer	Senior Lecturer	Instructor	Senior Instructor	Professor of the Practice	Senior Professor of the Practice	Required Appointment or Promotion materials:
						CANDIDATE DOCUMENTS
✓	✓	✓	✓	✓	✓	Current CV with current email address.
✓	✓	✓	✓	✓	✓	Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training. <i>(Only necessary for Appointments)</i>
<i>optional</i>	<i>optional</i>	<i>optional</i>	✓	✓	✓	Teaching Evaluations since last promotion. <i>(Optional for appointment but required for promotion)</i>
						DEPARTMENT DOCUMENTS
✓	✓	✓	✓	✓	✓	Letter from the Department Chair supporting the candidate's appointment/promotion and outlining the role, responsibilities, and/or achievements in the School of Medicine.
✓	✓	✓	✓	✓	✓	Evidence of approval/posting of the position, or waiver by OIE. <i>(Only necessary for initial Appointments).</i>
✓	✓	✓	✓	✓	✓	Copy of the offer letter signed by the candidate. . <i>(Only necessary for initial Appointments).</i>

Tenure Track P&H Interfolio Packet Checklist

Assistant Professor	Associate Professor	Third Year Reviews	Required Appointment or Promotion materials:
			CANDIDATE DOCUMENTS
✓	✓	✓	Current CV with current email address.
✓	✓		Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training. (Only necessary for Appointments).
✓	✓		Executive Summary of the candidate's past, current, and future career path.
	✓		Copies of 2 published manuscripts that best reflects faculty work.
		✓	Career/Professional Statement from the faculty member highlighting their accomplishments and goals.
optional	✓		Teaching Evaluations since last promotion. (Optional for appointment but required for promotion)
			DEPARTMENT DOCUMENTS
✓	✓		Letter from the Department Chair supporting the candidate's appointment/promotion and outlining the role, responsibilities, and/or achievements in the School of Medicine.
✓	✓		Evidence of approval/posting of the position and verification of a national search, or waiver by OIE. (Only necessary for initial Appointments).
✓	✓		Copy of the offer letter signed by the candidate. (Only necessary for initial Appointments).
✓	✓		Letter from the Department P & H Committee or equivalent recommending the appointment.
✓	✓		Department Chair's letter to external referees.
3	4		External letters of evaluation from referees of the same rank (or higher).
		✓	Letter from Department Chair indicating whether or not re-appointment on the tenure track is recommended.
		✓	Chair's summary of the findings signed by both the Chair and the faculty member.

		√	Department P&H or equivalent review of the faculty member.
--	--	---	--

Appointments With Tenure

P&H Interfolio Packet Checklist

Associate Professor	Professor	Required Appointment materials:
		CANDIDATE DOCUMENTS
√	√	Current CV with current email address.
√	√	Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training.
√	√	Copies of 2 published manuscripts that best reflects faculty work.
√	√	Executive Summary of the candidate's past, current, and future career path.
√	√	Teaching Evaluations since last promotion. <i>(Optional for appointment but required for promotion)</i>
		DEPARTMENT DOCUMENTS
√	√	Letter from the Department Chair supporting the candidate's appointment/promotion and outlining the role, responsibilities, and/or achievements in the School of Medicine.
√	√	Evidence of approval/posting of the position, or waiver by OIE. <i>(Only necessary for initial Appointments).</i>
√	√	Copy of the offer letter signed by the candidate. <i>(Only necessary for initial Appointments).</i>
√	√	Letter from the Department P & H Committee or equivalent recommending the appointment.
√	√	Department Chair's letter to external referees.
4	5	External letters of evaluation from referees of the same rank (or higher).

Part-Time Salaried (Clinical or Adjunct)

P&H Interfolio Packet Checklist

Instructor	Assistant Professor	Associate Professor	Professor	Required Appointment or Promotion materials:
				CANDIDATE DOCUMENTS
✓	✓	✓	✓	Current CV with current email address.
✓	✓	✓	✓	Official transcript of graduate, doctoral and/or medical degree and, if applicable, documentation of specialty training. (Only necessary for Appointments)
				DEPARTMENT DOCUMENTS
✓	✓	✓	✓	Letter from the Department Chair supporting the candidate's appointment and outlining the role, responsibilities, and achievements in the School of Medicine.
✓	✓	✓	✓	Evidence of approval/posting of the position, or waiver by OIE. (Only necessary for initial Appointments).
✓	✓	✓	✓	Copy of the offer letter signed by the candidate. (Only necessary for initial Appointments).
	✓	✓	✓	Letter from the Department P & H Committee or equivalent recommending the appointment.
	✓	✓	✓	Department Chair's letter to external referees.
	3	4	5	External letters of evaluation from referees of the same rank (or higher).

Part-Time Non-Salaried (Adjunct)

P&H Interfolio Packet Checklist

Adjunct Instructor	Adjunct Assistant Professor	Adjunct Associate Professor	Adjunct Professor	Required Appointment or Promotion materials:
				CANDIDATE DOCUMENTS
✓	✓	✓	✓	Current CV with current email address.
✓	✓	✓	✓	Medical license, or Terminal Degree Verification. (Only necessary for Appointments)
				DEPARTMENT DOCUMENTS
✓	✓	✓	✓	Letter from the Department Chair supporting the candidate's 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	4	5	External letters of evaluation from referees of the same rank (or higher).

Emeritus/Emerita Professor

P&H Interfolio Packet Checklist

Emeritus/Emerita Professor	Required Appointment materials:
	CANDIDATE DOCUMENTS
✓	Current CV with current email address.
✓	Letter or document from the candidate to support the appointment.
	DEPARTMENT DOCUMENTS
✓	Letter from the Department Chair supporting the appointment.
✓	Letter from the Department P & H Committee or equivalent recommending the appointment.

Change of Status:

From Full-time Salaried – to – Part-time Salaried

From Full-time Salaried – to – Part-time Non-Salaried

From Part-time Salaried – to – Full-time Salaried

	CANDIDATE DOCUMENTS
✓	Current CV with current email address.
	DEPARTMENT DOCUMENTS
✓	Letter from the Department Chair supporting the change of status.

Secondary Appointments:

	CANDIDATE DOCUMENTS
✓	Current CV with current email address.
	DEPARTMENT DOCUMENTS
✓	Letter from the Department Chair supporting the change of status.

Retirements, Resignations, and Terminations

	CANDIDATE DOCUMENTS
✓	Faculty Members letter of resignation (if applicable). .
	DEPARTMENT DOCUMENTS
✓	Letter from the Department Chair notifying the Office of Faculty Affairs of the retirement, resignation or termination along with the effective date of the change in employment status.

Change of Track

P&H Interfolio Packet Checklist

From Tenure to Non-Tenure	From Non-Tenure to Non-Tenure	From Non-Tenure to Tenure	Required materials:
			CANDIDATE DOCUMENTS
✓	✓	✓	Current CV with current email address.
✓			Signed statement from the faculty member requesting the change in track, 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.
		✓	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
✓	✓	✓	Assessment and recommendation of the departmental P & H committee or equivalent committee regarding the track change request.
✓	✓	✓	Memorandum from the department chair requesting the track 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.
		✓	Memorandum from the Department Chair requesting track change must include effective date of the track change requested and length of the tenure clock.
		✓	Verification that a national search was conducted at time of initial appointment
		✓	Letter of support from the Center Director of equivalent (Optional).
		✓	External letters supporting the track change. (Optional)