

CHECKLIST
MATERIAL TO BE SUBMITTED TO FACULTY PROMOTIONS COMMITTEE
FOR APPOINTMENTS AND PROMOTIONS TO ASSOCIATE PROFESSOR AND
PROFESSOR AND AWARDS OF TENURE

- Six (6) copies (in addition to the original) of the materials requested below are needed for promotion to associate and full professor. You only need to submit one FRF with the entire group of dossiers.
- Ten (10) copies (in addition to the original) are required for the award of tenure. *Dossiers submitted for appointment and the award of tenure must also include Item No. 13 from the checklist.*
- All materials must be collated into sets.
- It is preferred that each dossier be separated by tabs in the order listed below. *(Three-ring binder notebooks are not ideal, as they are difficult to distribute.)*

- Make copies of originals (e.g., certificates), as we do not return any materials or dossiers.
- Do not submit any materials until the dossier is complete.

1.	Chancellor's Faculty Action Committee Cover Sheet – One Only	
2.	FRF (Faculty Recommendation Form) - One Only	
3.	CV Abstract. The template is located at http://www.uchsc.edu/som/faculty/document/CVAbstract2006.doc .	
4.	Current Curriculum Vitae. A template CV format is located at http://www.uchsc.edu/som/faculty/document/CVFormat.doc .	
5.	Chair's letter of recommendation	
6.	Letter from departmental evaluation committee, including the vote and an explicit statement explaining how the candidate meets the criteria for the proposed rank	
7.	Three to six letters of reference, at least 3 of which must be from outside the University.	
8.	Documentation of teaching ability. (Please refer to <i>Format for Teachers' Portfolios</i> , which is located at http://www.uchsc.edu/som/faculty/offac.promotion.htm .) Note: Teaching Portfolio is required for candidates seeking promotion or tenure on the basis of excellence in teaching. <ol style="list-style-type: none"> a. Specific description of teaching and mentoring activities b. Student, housestaff and faculty (peer) evaluations c. Teaching awards or other recognition d. Curriculum design or leadership, teaching administration, national service 	
9.	Documentation of clinical activity and effectiveness. (Please refer to <i>Format for Clinical Portfolio</i> , which is located at http://www.uchsc.edu/som/faculty/offac.promotion.htm .) Note: Clinical Portfolio is required for candidates seeking promotion or tenure on the basis of excellence in clinical service. <ol style="list-style-type: none"> a. Description of the type and frequency of clinical work b. Evaluative data regarding effectiveness or outcomes (e.g., letters from peers, residents, students, patients, etc.) c. Other evidence of the quality of clinical skills, such as regional or national recognition, honors or awards 	
10.	Documentation of national, School of Medicine and community service.	
11.	Copies of reprints of 3- 5 recent, significant publications	
12.	For Assistant Professors eligible for "grandfathering" under the old promotion rules, attach written documentation of the election.	

- | | | |
|-----|--|--|
| 13. | For candidates seeking tenure, a narrative statement written by the Department Chair describing in detail how the appointment complements the academic and financial plans of the department. This statement should also state the number of departmental faculty who will be tenured after this award, as a proportion of the total number of faculty in the department - Required only for new appointments to the faculty - <i>One copy only</i> | |
|-----|--|--|

PLEASE SUBMIT PROMOTION DOSSIERS NO LATER THAN DECEMBER 31ST FOR PROMOTIONS AND AWARDS OF TENURE ANTICIPATED FOR JULY 1.

[Revised 07/18/2007]