

# PROMOTION AND/OR TENURE PACKET CHECKLIST/CONTENTS

FACULTY NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

CURRENT RANK: \_\_\_\_\_ REQUEST: \_\_\_\_\_

**NOTE:** In addition to the items listed below, you should also include items that are required by your specific school/college's Promotion & Tenure Criteria.

**Please organize your application for Promotion and/or Tenure using the following sections in the order listed below:**

- ☐ **1. Checklist/Contents Page**
  - This checklist is to be included in all Promotion and/or Tenure Packets submitted for review. The packets must be complete per guidelines provided below. *Incomplete packets will be returned to the candidate.*
- ☐ **2. Narrative**
  - The candidate may provide a brief statement (2-3 pages) describing their qualifications for the promotion and/or tenure request.
- ☐ **3. Institutional letters** (*this section will be empty when you submit your application; letters will be attached by each review group before forwarding to the next group*)
  - Department P&T Committee (if applicable)
  - School P&T Committee
  - Department Chair
  - Dean
  - Provost
- ☐ **4. Curriculum Vitae** (*please be sure the following items are included*)
  - Inclusive dates and dollar amounts on all grants, contracts, awards, including those that are “pending”
  - Complete and accurate citations of all publications (i.e., list journal title, volume number, inclusive pages, and date); also be sure to differentiate abstracts, manuscripts, book chapters, reports, and presentations.
- ☐ **5 External/Internal Review Letters** (*these letters will be added by the Department Chair*)
  - **Two external and one internal review letters typically are required (see school/college guidelines).** These letters are objective reviews in which the reviewer has been asked to compare the candidate's accomplishments with the school/college criteria for the rank/tenure requested.
  - The letters should be solicited by the department chair or supervisor. The chair should select one reviewer from a list provided by the candidate, and additional reviewers from lists provided by the P&T committee and/or the department chair.
  - Letters should be on letterhead and signed, from individuals who are content experts in the applicant's area of expertise, not be from collaborators, mentors or individuals who have a close relationship with the candidate, and from individuals who are at the rank or a higher rank than the rank that the candidate is seeking.
  - These reviews should consider all areas of faculty activity including teaching, research, clinical care, where applicable, and service. Individuals reviewing the applicant should have a copy of the submitted material presented by the candidate for consideration of promotion or tenure and a copy of the school/college P&T Criteria. A question that should be asked of these individuals is as follows: Based on the criteria provided, would you recommend the candidate for promotion and/or tenure? In addition, the Dean may also request additional outside reviews.
  - Letters of internal review should come from within the UNTHSC but outside of candidate's department(s).
- ☐ **6. Recommendation Letters**
  - The packet can include letters of recommendation, however, these should be in a separate section of the application than the External/Internal Review Letters.
- ☐ **7. Teaching**
  - Summary of teaching activities and inclusive years.
  - Examples of course materials that demonstrate excellence/innovation in teaching
  - Summaries of student and peer feedback
  - Graduate, medical, and post-doctoral students mentored with inclusive years.
  - Courses taught external to UNTHSC
- ☐ **8. Research/Scholarship**
  - Include information about research/scholarly activities that is not included on your CV
- ☐ **9. Service**
  - In addition to UNTHSC activities, include clinical, community and professional association activities.
  - For committee assignments and responsibilities, include role on committee and dates of service; designate whether activities are local, regional, national or international.
  - For clinical activities, include board certification/licensure, assessments of clinical competence, patient satisfaction.
- ☐ **10. Annual Performance Evaluations**
  - For the past 4-5 years.