

POST TENURE REVIEW PACKET CHECKLIST / CONTENTS

Faculty Affairs: <https://www.unthsc.edu/academic-affairs/faculty-affairs/post-tenure-review/>

FACULTY NAME: _____ **RANK:** _____

DEPARTMENT: _____ **SCHOOL/COLLEGE:** _____

Please organize your packet for Post Tenure Review using the following sections:

NOTE: In addition to the items listed below, you should also include items that are required by your specific school/college's Post Tenure Review (PTR) Criteria.

	Checklist/Contents Page This checklist is to be included in all Post Tenure Packets submitted for review. The packets must be complete per guidelines provided below before submission. <u>Incomplete packets will be returned to the faculty member, by the Department Chair, to complete before moving forward in the PTR process.</u>
	Cover Letter/Narrative The faculty member should provide a brief summary of their activities since last PTR.
	Institutional Letters: <i>this section will be empty when you submit your packet; letters will be attached by each review group before forwarding to the next group</i> <ul style="list-style-type: none"> • Department P&T Committee (if applicable) • School P&T Committee • Department Chair • Dean
	Curriculum Vitae Please be sure the following items are included: <ul style="list-style-type: none"> • Teaching: Summary of teaching activities and inclusive years • Student Mentoring: Graduate, medical, and post-doctoral students mentored with inclusive years • Research: Inclusive dates and dollar amounts on all grants, contracts, awards, including those that are "pending" • Publications: Complete and accurate citations of all publications (i.e., list volume number, inclusive pages, and date); also be sure to differentiate abstracts, manuscripts, book chapters, reports, and presentations • Service: Information on committee assignments and responsibilities; complete information on service (institutional, local, national, international); include dates of service
	Evaluation of clinical competence, if applicable
	Board certification or licensure, if applicable
	Other accomplishments
	Other supportive material at your discretion, such as summary of peer and student evaluations of teaching, copies of annual performance evaluations from last 4-5 years, etc.