

Please use the following **=CHECKLIST=** when preparing your packets for Post-Tenure Review:

- Cover Letter from You (faculty up for review)
- Current *Curriculum Vitae* (in UNTHSC approved format – see enclosure)
- Please be sure the following items are clearly indicated:

Summary of teaching activities and inclusive years.

Graduate, medical, and post-doctoral students mentored with inclusive years.

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 volume number, inclusive pages, and date); also be sure to differentiate abstracts, manuscripts, book chapters, reports, and presentations.

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.