**PROMOTION AND/OR TENURE PACKET CHECKLIST/CONTENTS**

Please organize your electronic application using Interfolio for Promotion and/or Tenure using the following sections listed below. The Checklist/Contents page is the guide of how your electronic package will be organized within Interfolio which will provide the workflow. The packets must be complete per guidance provided below*.* ***Incomplete packets will not move forward****.*

In addition to the items listed below, you should also include items that are required by your specific school/college’s Promotion & Tenure Criteria. Except for **Institutional Letters and External/Internal Review Letters**, the following documents must be added to the corresponding sections which are mirrored within Interfolio. Note that there will be an activity report generated by Interfolio as part of your case.

A Promotion and Tenure Rubrics form will be completed by the Chair, P&T Committee, and Dean to evaluate the P&T application through Interfolio. You can view the rubrics at the following link: [Procedure 6.003-Appendix](https://www.unthsc.edu/office-of-faculty-affairs/wp-content/uploads/sites/91/Faculty-Tenure-and-Promotion-P6.003.pdf#page=5)

## 1. Narrative

* + The candidate will provide a brief statement (2-3 pages) describing their qualifications for the promotion and/or tenure request
* **2. Institutional letters** (*this section will be managed within Interfolio and the letters will be attached by each review group before forwarding to the next group/reviewer*)
  + Department P&T Committee (if applicable)
  + Department Chair
  + School P&T Committee
  + Dean
  + Provost
  + President
* **3. Curriculum Vitae** (*please be sure the following items are included)*
  + Inclusive dates and dollar amount 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
* **4. External/Internal Review Letters** (*these letters will be requested/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).

## 5. Recommendation Letters (not required for all schools)

* + The packet should include letters of recommendation which the faculty member will request; these will be in a separate section of the application than the External/Internal Review Letters.

## 6. 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

## 7. Research/Scholarship

* + Include information about research/scholarly activities that is not included on your CV

## 8. 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

## 9. Annual Performance Evaluations

* + Include Annual Performance Evaluations for the past 4-5 years