

**PERIODIC PEER REVIEW  
PACKET CHECKLIST / CONTENTS**

**FACULTY NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **SCHOOL/COLLEGE:** \_\_\_\_\_

**Please organize your packet for Periodic Peer 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 Periodic Peer Review (PPR) Criteria. **Except for Institutional 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.**

	<p><b>Checklist/Contents Page</b> This checklist is the guide to organize your electronic package through Interfolio. The packets must be complete per guidelines provided below. <b>Incomplete packets will not move forward.</b></p>
	<p><b>Cover Letter/Narrative</b> The faculty member should provide a brief summary of their activities since tenure received or last PPR.</p>
	<p><b>Institutional Letters:</b> <i>This section will be managed within Interfolio and the letters will be attached by each reviewer/group before forwarding on.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Department P&amp;T Committee (if applicable)</li> <li><input type="checkbox"/> School P&amp;T Committee</li> <li><input type="checkbox"/> Department Chair</li> <li><input type="checkbox"/> Dean</li> </ul>
	<p><b>Curriculum Vitae</b> Please be sure the following items are included:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Teaching:</b> Summary of teaching activities and inclusive years</li> <li><input type="checkbox"/> <b>Student Mentoring:</b> Graduate, medical, and post-doctoral students mentored with inclusive years</li> <li><input type="checkbox"/> <b>Research:</b> Inclusive dates and dollar amounts on all grants, contracts, awards, including those that are "pending"</li> <li><input type="checkbox"/> <b>Publications:</b> 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</li> <li><input type="checkbox"/> <b>Service:</b> Information on committee assignments and responsibilities; complete information on service (institutional, local, national, international); include dates of service</li> </ul>
	<p><b>Evaluation of clinical competence, if applicable</b></p>
	<p><b>Board certification or licensure, if applicable</b></p>
	<p><b>Peer and student evaluations of teaching</b></p>
	<p><b>Annual performance evaluations from last 4-5 years</b></p>
	<p><b>Other accomplishments and supportive material at your discretion</b></p>