**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, and External/Internal 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.**

**Checklist/Contents Page-** This checklist is the guide to organize your electronic package through Interfolio. The packets must be complete per guidelines provided below. **Incomplete packets will not move forward (Please see School P&T Criteria).**

**Cover Letter/Narrative**

The faculty member should provide a brief summary of their activities since tenure received or last PPR.

**Curriculum Vitae -** Please be sure the following items are included:

* **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 and supportive material at your discretion**

**Annual performance evaluations from last 4-5 years**

**Peer and student evaluations of teaching**

**External/Internal Review Letters:** Two external and one internal review letters typically are required. These letters are objective reviews in which the reviewer has been asked to compare the candidate’s accomplishments with the school/college PPR evaluation criteria. 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 candidate’s rank. 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. Letters of internal review should come from within the UNTHSC but outside of candidate’s department(s). (Please review school/college PPR guidelines for letter solicitation process).

**Institutional Letters:** *This section will be managed within Interfolio and the letters will be attached by each reviewer/group before forwarding on.*

* Department Chair
* Department P&T Committee (if applicable)
* School P&T Committee
* Dean
* Provost (For Regents faculty only)
* President (Applicable only when faculty applies for both Regents and PPR)