

Please organize your application for Promotion and/or Tenure using the following sections:

Section 1: Recommendation letters from department and school P&T committees, department chair, dean, provost (this section will be empty when you submit your application; letters will be attached by each review group before forwarding to the next group.)

Section 2: Curriculum Vitae (see attached guideline for format)

- Please be sure the following items are included:
 - 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 journal title, volume number, inclusive pages, and date); also be sure to differentiate abstracts, manuscripts, book chapters, reports, and presentations.

Section 3: External Review Letters (These will be added by the department chair.)

For promotion to Associate Professor, Professor and/or consideration for tenure, Chairs need to get an unbiased assessment of the faculty application by at least two external reviewers who are selected by the Chair independent of the faculty recommendation reference list. These reviews should consider all areas of faculty activity including teaching, research, clinical care, where applicable, and service. Individuals reviewing applicant should have a copy of the submitted material presented by the faculty member for consideration of promotion or tenure. A question that should be asked of these individuals should be as follows: Would the applicant receive promotion or tenure at their institution considering the information provided? In addition, the Dean may also request an outside review.

Section 4: 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

Section 5: Research/Scholarship

- Include information about research/scholarly activities that is not included on your CV.

Section 6: 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 and assessments of clinical competence

Section 7: Copies of annual performance evaluations for the past 4-5 years.