

Packet Checklist – Full-time **Promotions in Rank** to:

Associate Professor*

Professor*

***and/or achieving tenure from the tenure track**

** If promotion to the tenure track at the current rank, see guidelines for promotion to tenure track only.

1. Chair's Recommendation Letter
2. **Secondary Promotion Request Form ***
3. Department APT Committee Report
4. Candidate's Personal Statement (3 pages, maximum)
5. **CV Verification Form ***
6. Curriculum Vitae
7. Curriculum Vitae from previous promotion request
(only if previous request was denied after submission to OAA)
8. Internal Letters of Recommendation (at least 3 required, up to 5)

 Letter 1 **Letter 2** **Letter 3** Letter 4 Letter 5
9. External Letters of Recommendation and **Reviewer Form *** for each
(at least 5 required, up to 7)
For Researchers/ non-clinicians, **3 letters must be independent.**
For Clinicians, **2 letters must be independent.**

 Letter 1 **Letter 2** **Letter 3** **Letter 4** **Letter 5**

 Letter 6 Letter 7
10. Teaching Portfolio
11. Clinical Portfolio (clinicians only)
12. Reprint List
13. Citation Report (requested by APT Partner from Nicole Shelawala at HSHSL)
nshelawala@hshsl.umaryland.edu
14. **Demographic Form ***

FINAL REMINDERS:

- *Forms and templates referenced in the above can be found here:
<https://www.medschool.umaryland.edu/AcademicAdmin/Forms-Letters--Templates/>
- Submit documents through Interfolio: <https://account.interfolio.com/login>